

Chapter 5

Financial Management

Arizona AIM System



State Agency User Manual
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Chapter 5 - Financial Management

Capabilities

Purpose

The Financial Management functional area provides a means for State WIC Program managers to track and manage food grant expenditures and administrative costs. It allows State Agencies to record budget information, track administrative and program fund expenditures, monitor actual cash flows, and calculate rebates due from manufacturers on approved products (i.e., infant formula). The data is expected to allow WIC managers to perform more sophisticated analyses of WIC Program participation patterns and costs, fund usage and various trend analyses for improved financial management.

The Caseload Management functional area is intended to support the tracking and analysis of participation in the WIC Program. It translates food grant dollars into caseload, collects and stores information on caseload allocation to Local Agencies, monitors participation against assigned caseloads, and estimates future caseloads for use in the cash flow analysis.

General Description

Financial Management is comprised of the following functions:

Record Grants and Budgets

State WIC agencies are given a Federal grant for food, nutrition services and program administration each year. Food grants are used to pay food instruments submitted by WIC Participants to authorized vendors for approved foods. Nutrition services and program administrative funds are used for certification assessments, nutrition education, food delivery systems, and other administrative functions. The amount of the grant is determined by FNS with the assistance of infant formula prescribed by regulation. Although the WIC Program does not require matching funds, some State Agencies receive funds for food and/or nutrition services and program administration costs from their State budget. These amounts vary from year to year.

State WIC agencies are required to maintain a distinction between funds that are received from the Federal government and any funds received from the State government. It is also important for State Agencies to be able to track WIC expenditures and participation according to both the State and the Federal Fiscal Year budgets, which may vary substantially.

FNS recovers and reallocates funds during the course of the fiscal year, so State Agencies may receive an increase to their original grant. A decrease to the original funding might occur if a State could not use all of its funds. State Agencies can carry up to one percent of the total grant over to the next fiscal year or use one percent of the food grant to cover over-expenditures for food in a previous fiscal year. (State Agencies with cost containment measures can carry forward a higher percentage for a limited time.) State Agencies must spend 97 percent of their food grant to avoid a grant decrease for the next fiscal year.

State Agencies are allowed to use nutrition services and program administration funds for food costs, but cannot use food funds for nutrition services and program administration costs except under the conversion provision. If a State Agency serves more participants than the Federal Funding Formula projects, it may convert food dollars for actual administrative expenses. Each participant over the federally projected caseload level earns a conversion of food funds that is equal to the Agency's Federally prescribed administrative grant per participant.

The AIM System supports all of these requirements. Additionally, the System supports State Agencies' need for information on Federal and State funds allocated to the WIC Program to determine the maximum caseload available to the State.

Record Administrative and Food Grants

This functional requirement is concerned with the recording, tracking and monitoring of Federal grants (food and administrative), and producing information required for FNS reports.

All recording of actual and estimated funding is done in the WIC Funds functionality. The System enables users to capture Federal Fiscal Year/month, dollar value, estimated/actual information and adjustment reasons. Additionally, users can enter Grant Award Document (GAD) or Letter of Credit (LOC) information to tie the WIC Funds entry to an authorizing document.

The selection of an adjustment reason determines where the funding amount is reported in the FNS reporting modules.

Additionally, users can enter remarks regarding WIC funding.

Support Other Funding (Non-Federal)

Because of its table-driven nature, the AIM System easily incorporates additional funding sources as they become available. In the Tables submenu of the System, users can define the Fund Sources, Letters of Credit, Amendments and Program Fund Uses of any moneys coming into the program. Utilizing these values, users can then go into the WIC Funds window and define when moneys will become available to the program and where those moneys came from, including all non-Federal sources.

Finally, the System allows the information to be printed out as a report at anytime.

Monitor Funding Status

The AIM Financial Management System records, tracks and monitors the usage of Federal food grants by month of issuance. Several processes and reports will provide this functionality. Of primary importance is the cash flow analysis report which not only measures program liquidity, but assists in estimating statewide caseload (Arizona caseload estimation is based upon a financial model). The cash flow analysis predicts the draw down of food grant funds based upon the following factors:

- Caseload
- Rebates
- Conversion Rates

- Threshold Participation
- Average Food Package Costs
- Carry Forward Amounts
- Food Expenditures
- Back Spend Amounts

At the beginning of the fiscal year the values on the cash flow analysis are estimates. As actual numbers become available, they replace the estimated values in the analysis and the remaining months in the fiscal year are recalculated to reflect changes in cash position. Also assisting in the monitoring of food grants is the FNS-498 Monthly Financial Management Report that is also produced by the System.

The cash flow analysis function calculates several factors and places them into a spreadsheet whereby users enter their estimated caseload levels. Based upon these estimated caseloads, the System recalculates cash flow. If any of these estimate caseloads are over or under the conversion threshold participation level, the calculation of the estimated conversion food to administrative funds takes place. The total year-to-date conversion fund is a net amount.

The System calculates the monthly estimated conversion dollar amount by multiplying participants served by the projected participation level at the established dollar rate. All of those calculations are done with the cash flow analysis functionality using values entered by the WIC financial community. At the beginning of a Federal Fiscal Year, users need to enter several financial factors.

The System calculates monthly and year-to-date gross food outlay and obligations minus rebates based on estimated and actual data to yield net food outlays and obligations. This functionality is provided within the cash flow analysis module.

The System calculates monthly pre and post rebate food package costs based upon estimated and actual participation and food outlays. As actual values become available within the System, they are posted and presented in the cash flow analysis functionality.

The System records and tracks food obligations for all future month's FI issuance as well as all non-closed past month's food obligations. Obligations are tracked/calculated in the cash flow analysis, FNS-498 report and the WIC Obligations and Expenditures report. All of these functionalities calculate obligations for future months, which in the Arizona WIC Program can be up to one year in the future.

Support Financial Analysis

The main thrust of financial analysis is provided by the cash flow spreadsheet discussed previously. Additionally, the System provides decision support by allowing users to compare the previous year's spreadsheet to the current year spreadsheet.

Monitor Obligations and Expenditures

State Agencies track obligations to compare actual costs to planned expenditures. The rate of expenditure of program funds is a concern to program administrators who must react to this

information and adjust the caseload targets accordingly. State agencies must continuously monitor the cash flows and obligations of the State WIC Program so as not to place their financial commitments to participants, vendors, and creditors in jeopardy. Advance warning of surpluses or shortages is critical to minimize potential disruption of the overall WIC Program operations. FNS issues one-third of the total annual Federal grant in first quarter, one-quarter in the second and third quarters, and the remaining one-sixth in the final quarter.

FNS requires three specific financial reports from State agencies: the WIC Monthly Financial and Program Status Report (FNS-498), the annual Financial Status Report (FNS-227), and the Annual Participation Report (FNS-654). All of these reports require information regarding the expenditure of Federal funds, so it must be possible for the System to distinguish between the expenditure of Federal and State funds.

Budgets are prepared annually, but are monitored on a monthly basis. The System calculates the percentage of the food grant or nutrition services/program administration allotment used to date and, projects the total expenditure through the end of the Federal Fiscal Year based on current expenditure rates and compares total budgeted expenses to total projected expenses, so that caseload and expenditure adjustments can be made.

Monitor Food Obligations

The Arizona WIC Program tracks obligations for all future month's FI issuance (based on its ability to issue up to three month's food instruments at a time) as well as all non-closed past month's FI issuance.

The System calculates obligated values based upon the average value of the latest three months redemption history for the FI type that was issued. This value is then reduced by the average redemption rate by participant category within FI type. This estimated obligation value is recorded as part of the issuance information so that obligations can be appropriately decreased when redemption information is made available.

This value is rolled into the spreadsheet function at the end of the issuance month. Until that point in time, the most accurate means to calculate obligations is the estimated food package cost multiplied by the estimated participation caseload.

This non-redemption rate reduces outstanding obligations in the Cash Flow Analysis, FNS-498 and WIC Obligation and Expenditure modules.

Food obligations are obtained by adding the cost of redeemed and paid food instruments (retrieved from the Food Instrument data store) to the expected value of the outstanding food instruments for each issue month (the product of the food instruments not redeemed multiplied by the food instrument redemption rate).

Monitor Administrative Expenses

The AIM System monitors administrative expenses by capturing monthly inputs of administrative outlays and unliquidated obligations. These values will be provided by the current System.

The current System values will be adjusted in the same manner as they are now and then input into a function that captures data for the FNS 498 report.

It should be noted that the values entered are cumulative, Federal Fiscal Year-to-date values.

Monitor Program Finances

State agencies track food obligations to compare actual costs to planned expenditures. The rate of expenditure of program funds is a concern to program administrators who must react to this information and adjust the caseload targets accordingly. It is important for State agencies to continuously monitor the cash flows and obligations of the State WIC Program so that they do not place their financial commitments to participants, vendors, and creditors in jeopardy. Advance warning of surpluses or shortages is critical to minimizing potential disruption of the overall WIC Program operations.

Budgets are prepared annually, but are monitored on a monthly basis. The System calculates the percentage of the food grant allotment used to date and projects the total expenditure through the end of the Federal Fiscal Year based on current expenditure rates and compares total budgeted expenses to total projected expenses, so that caseload and expenditure adjustments can be made.

The System enables State Agency users to view the effect of food expenditures on the agency's cash position at any time. This function is intended to provide the State Agency with information on the cash flows and balances of the State WIC Program. The System must record all cash inflows (grants, rebates, recoveries, etc.) as well as cash outflows (vendor payments, administrative expenses, etc.). Just as the ability to monitor food obligations was critical to caseload management in a previous function, the capability to review the Agency's cash position is critical to the financial management of the WIC Program.

Produce FNS Reports

State Agencies are required to submit three reports to FNS that provide information on the financial status of the WIC Program for that State. These reports are necessary for FNS to fulfill its role in providing oversight for the entire WIC Program and provide data used for the Federal Funding Formula. All reports are submitted to FNS regional offices that are responsible for reviewing them and resolving any discrepancies or open issues before sending them to FNS headquarters in Washington, D.C.

The System produces accurate verifiable FNS reports including:

- FNS-498 Monthly Financial Management Report
- FNS-227 WIC Annual Close-out Report
- FNS-654 Annual Participation Report

All of these reports are based upon the estimated values found in the cash flow analysis (where applicable) and the actual redemption and participation values calculated by the System. In particular, food obligations take into account redemption rates by participant category and FI type. This significantly improves the program's ability to predict cash outlays during the Federal Fiscal Year.

The Monthly Financial and Program Status Report (Form FNS-498) includes detail on the food obligations, food outlays, rebates, nutrition services, grant funds available, program administration expenditures, and participation for the State for each month of the Federal Fiscal Year. This report is due within one month after the report month.

As stated, most of the FNS-498 values come directly from the Cash Flow Analysis functionality. For those values that cannot be automatically derived by the System, they default to the previous year's values, and are modifiable by the Arizona WIC staff. For example, most of the adjustments found on the FNS-498 are entered into the System in this manner. Administrative costs are values that are directly entered by the Arizona WIC Financial Management team. On the FNS-498 report, the required information is the unliquidated obligations and outlays.

The WIC Annual Close-out Report (FNS-227), uses the data reported on the FNS-498 report summarized into high-level groups under the food and administrative grants.

The FNS-654 report produces a count of the number of participants broken down by priority and category.

All of these reports are parameter-driven with users able to enter a Federal Fiscal Year value or a range of months within a Federal Fiscal Year.

Produce WIC Program Annual Closeout

The WIC Program Annual Closeout Report, FNS-227, is a federally required report that describes the WIC expenditures broken down by category over the fiscal year.

The FNS-227 was developed out of the need for a form that would allow WIC Program funds and costs to be reported according to WIC's two grant components, i.e., the food grant and the Nutrition Services and Administrative (NSA) grant and to allow data to be reported in a manner that facilitates determining the status of the grant and costs given the spending options unique to WIC. These spending options allow WIC grant funds to be shifted between Federal Fiscal Years. The FNS-227 is the State's official validation of the final status of its grant and costs for the report year.

The FNS-227 Report is prepared annually by State agencies for the purpose of: 1) reporting the composition and disposition of its available funds for the Federal Fiscal Year being closed out (i.e., the report year); 2) to declare its intentions to exercise spending options; and 3) to report the final disposition of the formula grant allocated to it for WIC Program costs of the report year. FNS uses the information to close out the State agency's Grant Award Document (GAD) and Letter of Credit (LOC) for the report year, and to prepare a final fiscal year statement of account for the State Agency for the report year.

Produce WIC Program Annual Participation

The WIC Annual Participation Report, FNS-654, is a federally required report that produces a count of the number of participants broken down by priority and category.

This report is calculated for each July through June period subtotaled by Local Agency, State, and Migrant total.

The report is run on-demand and on an annual basis in August for the year ending on June 30th. The report uses an annual participation file that contains records holding the twelve monthly participation counts. The monthly participation count program processes FIs issued three months prior to the month in which the program is run. The monthly program runs each month except September. A special second run in August, which processes FIs issued the previous two months, takes the place of the September run.

A participant is counted as participating if they have at least one cashed or outstanding FI in the report month. Participants included on the State Funded Participation report are not included in the counts for this report. If the participant has only voided FIs, the participant is not covered on the report. Breastfed infants with no food package are counted as participating if their mother would be counted on the report. The counts are accumulated under the appropriate priority for the infant.

Produce WIC Monthly Financial and Program Status

This report provides monthly and year to-date activity for food obligations and outlays. It is the principal information used by FNS to monitor the financial status and participation levels of the State Agency's WIC Program.

The WIC Monthly Financial Management and Participation Report (Form FNS-498) is prepared each month by State Agencies using information from their automated WIC System. In addition, State Agencies use Form FNS-498 to report actual nutrition services and administrative (NSA) expenditures and unliquidated obligations. It is also used to report the source of funds available to support both food and NSA expenditures.

Closeout is defined by the System as occurring whenever the current system date is beyond the days to redeem added to the last day of issuance in a month. The closeout marker (which is for food outlays only) is displayed on the report.

Process Manufacturer Rebates

As part of Federal cost containment measures, State Agencies are expected to negotiate with infant formula manufacturers to obtain rebates in return for the State's use of that product in the WIC Program. Certain manufacturers have agreed to rebate a specific dollar amount per unit of infant formula purchased through the WIC Program. Although the only participants in the rebate program at this point are infant formula manufacturers, State Agencies may choose to handle rebates for other food products as well.

Rebates are important because they can significantly reduce the food package cost, which allows for an increase in the number of participants that can be served by a State WIC Agency. The rebate amounts expected for the coming year are factored into the caseload model.

There has been some difficulty in assessing the total number of units purchased, because WIC Participants do not always purchase the entire quantity of units indicated on the food instrument. There are a number of ways to determine the rebate to address this issue. The WIC System provides a basic minimum capability to track the number of units prescribed on food instruments and aggregates the count of units based on the actual redemption of the food instruments.

The State of Arizona invoices manufacturers for the issued amount of the rebate item. There is no reduction for redemption where it appears the participant did not receive all of the rebate items specified on the food instrument. An exception report provides WIC Managers with the pertinent information to identify transactions where a question exists as to whether or not the client received the entire rebate product authorized. This exception report is only applicable to rebate items (such as infant formula) where the product is specified on a stand alone Food Instrument.

The validity of any exception report is tied directly to the number of food items on a food instrument type. The more items there are, the report is less valid. Therefore, Arizona WIC should endeavor to keep rebate items by themselves on food instruments.

Estimate Total Annual Rebates

The System, through the use of its cash flow analysis module, calculates estimated rebates for all months within the Federal Fiscal Year. The cash flow analysis uses the estimated rebate volume as an integral component in its function of balancing participation, food outlays and rebates. All of the estimated values from the cash flow analysis are carried forward into the FNS-498 report.

Assess Rebates

The System provides specific supporting information regarding infant formula rebates by doing the following:

- Creating an invoicing letter for each manufacturer
- Generating a detailed rebate report which supports the invoice letter
- Producing an audit report which flags redeemed food instruments on which the participant may not have purchased all of the rebate item quantity

The WIC System invoices for the full issuance quantity and utilizes the audit report to highlight possible problem redemptions.

The WIC System invoices for all rebateable items whether they were issued on a standard or custom food package.

The monthly process for rebate invoicing:

- Ensures that all redemption information has been processed
- Generates the detail of rebate amount
- Reviews the detail report for completeness and accuracy
- Generates the invoice

The invoice is broken-out by manufacturer, issue date and redemption date.

To ensure that State Agencies provide bills to infant formula manufacturers for those units of formula that are actually purchased, State Agencies can adjust the total infant formula unit count on the basis of the redeemed value of the infant formula food instruments. It is important to

calculate rebates by the month of issue of the food instrument rather than the month of redemption since many contract effective and termination dates are tied to the issue date. Price increase clauses are also based on the issue date, so that it is possible to have two rebate levels in effect for a given redemption month.

It is necessary to isolate infant formula from all other types of food on food instruments so that the redemption value is not distorted by the purchase of other food items. Furthermore, it is necessary to separate the food instruments according to the type of infant formula (liquid concentrate, powder, etc.) so that the correct rebate rate can be used.

This function generates a report that provides supporting detail on the rebate calculations to be reviewed by the State Agency and sent to the manufacturer with the invoice. The invoice number is entered into the System to permit tracking of the collection of the rebate against the original invoice.

Monitor Rebate Collections

This capability enables State Agencies to track the invoicing and collection of manufacturer rebates within the WIC System. The actual invoice dates and amounts can be recorded when they are generated by the System. The System also accommodates increases or decreases to the original rebate invoice amount that might change due to subsequent adjustments. Rebate collection data is captured in this function and can also be used to update automated ledgers used in monitoring cash receipts and disbursements as described in the previous function.

The Mead Johnson Rebate File report is a flat file that the rebate contractor, Mead Johnson, requested that Arizona WIC provide them with containing monthly raw rebate data from the Food Instrument table. The file is created by the State Financial staff and sent with the rebate invoice to Mead Johnson monthly.

Report on Manufacturing Billing and Rebates

The AIM System records, tracks and produces reports for billing manufacturers in accordance with the State's infant formula rebate contract. Arizona WIC is able to establish a rebate contract for any item in its approved food list. If multiple vendors are providing rebates for the same item, Arizona WIC is capable of assigning market shares to each vendor to assure proper invoicing. The System handles contracts with inflating/deflating rebate amounts over the contract life.

The Arizona WIC rebate subsystem logically follows the rebate process:

- Establish rebate manufacturers and vendors
- Define rebateable items
- Define rebate contract terms

On a monthly basis, the following activities will be supported:

- Issuance of food instruments with rebate items on them
- Capture of redemption activity for same food instruments

- Generation of rebate invoices and rebate reports
- Collection of tracking of rebate moneys

Link Rebates to FI Issuance Month

The System attributes manufacturer rebates to the appropriate month(s) of the issued food instrument. As invoices are paid, the collection of rebate money is captured and utilized in the cashflow functionality. Any discrepancies between the invoiced and received amount are recorded as adjustments and are reflected in the Spreadsheet (Cash Flow) and FNS-498 reporting functions.

Actual rebate dollars collected are captured in a function that tracks all funding sources.

Open Market Rebate Assessment

For those State Agencies that have an open market contract with the manufacturers, the WIC System calculates the amount due to the State based on the total number of each type of infant formula purchased (as indicated by the total number of cans prescribed on redeemed food instruments). This is done by multiplying the number of cans prescribed by the participating manufacturer's annual share of the infant formula market, multiplied by the rebate amount per can.

Capture and Maintain Manufacturer Information

The AIM System supports the capture and maintenance of manufacturers providing rebates.

Produce Quality Assurance Reports

The AIM System supports the Arizona WIC Program by producing several Quality Assurance Reports that provide measurements on how well financial policies and procedures are being implemented within the State.

Track Failed Food Instruments

During the End of Day process there are conditions in the central database which cause Food Instrument records to not be inserted into the Food Instrument table. This is usually caused by a database constraint on some record associated with that FI. This report lists the food instruments that have failed to be updated in the food instruments table for four consecutive days. The report lists the following:

- Food instrument serial number,
- Organizational unit,
- Client ID,
- Food package ID,
- Disposition,
- FI type,
- Date created,
- Category and Priority of the client,
- The Issue month,
- First Date to use the food instrument,

- The Void date of the food instrument, and
- Modified Date

Track FI Redemption Rate by Unit

This module produces a report that summarizes Food Instrument redemption rates for user-defined units in order to compare usage rates of Food Instruments among different groups of participants.

Track Formula Usage

The Formula Usage module provides information on a statewide basis regarding the issuance of different formula types (regular infant formulas and/or “special” infant formulas). The report is used to monitor adherence to State policy regarding formula issuance, to detail expenditures for formula by type, and/or to alert management of participants receiving certain formula types in the event of a formula recall.

The System also tracks rebates. This functionality is addressed elsewhere in this document.

Sample FI Audit

The sample FI audit module supplies a list of information for a user-defined sampling of food instruments that have been issued in order to assist in audit efforts to monitor compliance to regulations.

Track Partial Formula Redemptions

This report identifies FIs that were redeemed for a quantity of formula that is possibly less than the issuance quantity. This report is used for auditing of rebate assessments.

Track Missed Pickup

This report produces a listing of all food instruments that have been printed, but have not been voided and are beyond the stale date. It identifies those participants who have failed to pick-up computer-generated food instruments within the range of valid dates.

Track Missing Issuance

This report provides information regarding food instruments that have been processed through the banking interface but have no corresponding issuance information. It highlights possible communication problems between the Central Agency and Local Agencies.

Track No Show Rates

The function of this report is to prepare no show and redemption rate values by clinic. This information is important for management in assessing issuance policies and procedures, as well as assisting in caseload analysis.

Track Food Instrument Usage

The AIM System provides reports that list the number of food instruments with each type of disposition by Local and State Agency.

Produce Financial Reports

The AIM System produces several financial reports to assist the State in determining current and future financial obligations, food fund status, etc.

Track Food Obligations and Outlays

This function tracks and summarizes the food obligations and outlays for a user-defined issuance period.

Track Food Funds

This function creates a report that details the current cash position of the WIC Program, summarizing current year information, and utilizing the processes described in the cashflow spreadsheet.

Track Obligations and Expenditures

This report identifies the status of outstanding obligations and outlays for a Federal Fiscal Year and month.

Cashflow Analysis

The AIM System provides a function to assist management in analyzing the cash position of the WIC Program. This is accomplished by utilizing a spreadsheet-like functionality that summarizes program incomes and outlays.

Allocate Caseload

Once the cash flow analysis has balanced participation in regard to all of the fund sources available to the WIC Program, the AIM System provides allocation of estimated participation to the Local Agencies. This allows users to allocate the estimated participation to each Local Agency for each month in the Federal Fiscal Year.

The user enters percentages, which allows the AIM System to allocate those percentages (factors) of the statewide estimated participation to the Local Agencies. The AIM System assists the user by displaying counters used in determining whether they have over allocated or under allocated the estimated participation. The ability to model, without affecting actual data, new local agencies as they come on-line and the closing of old Local Agencies is provided. The System produces a report of the allocations and a form letter that is sent to all agencies. This letter explains the allocations and informs the Local Agencies of their participation targets for the upcoming fiscal year.

Establish Financial Factors

This function establishes the appropriate financial factors that are utilized in the Caseload portion of this module. These factors are used as input into the Cashflow Analysis model and assist management in determining the maximum state caseload, which fully utilizes the available food grant money. There are two sets of financial factors.

The first set, called annual factors 1, includes:

- Food Package Inflation Factor
- Conversion Threshold
- Conversion Rate
- Maximum % of Federal Food Grant Carry Forward
- Maximum % of State Food Grant Carry Forward
- Percent of Fund Use by Obligation Month
- Percent of Fund Use One Month After
- Percent of Fund Use Two Months After
- % Rebates from Obligation Month
- % Rebates from One Month After Obligation
- % Rebates From Two Months After Obligation
- Three Month Rebates
- Rebate Per Infant

The second set of factors consists of state-defined starting food package costs and redemption rates for each category of participant. Included for each category is a flag that states that any participation counts for this category is multiplied by the rebate per infant factor.

These factors are:

- Starting Food Package Cost
- Redemption Rate
- Infant Factor

Establish WIC Funds (GAD)

The AIM System enables financial management to determine all sources of food grant money and when these dollars will become available to the program. This information is necessary in determining maximum state caseload.

Determine Maximum Caseload

This function includes the determination of appropriate maximum state caseload.

The AIM System performs this function based upon a financial model that is used in determining maximum state caseload. The basis of this model is to ensure that the food grant is utilized to the fullest.

In order to utilize this model, several steps must be followed:

- Capture static and annual financial factors.
- Determine all sources of food grant money and when those dollars will become available to the program. This can include reallocations if they are made available.
- Estimate issuance participation for each month during the fiscal year for each category (this is a reiterative process which occurs until the user is satisfied with the analysis).

Most of this activity is done within a spreadsheet function where the estimated caseload is entered, and calculations using the financial factors create the values that illustrate how the food grant will be consumed. It should be noted that future or current fiscal month estimates can be modified, but past fiscal month data cannot be changed.

Also, all estimated values are utilized in the FNS-498 reporting as the estimated values that are shown in the first section of the 498 Report.

The AIM System bases caseload assignment on issuance rather than redemption. Issuance caseload will be determined by category and month. A redemption rate factor will be applied to each category to reduce it to redemption caseload. Redemption caseload will then be utilized in the spreadsheet function as it does now.

The AIM System calculates the maximum number of issued participants by the State Agency on a monthly basis. In that calculation, the Total Available Funds amount is equal to the Federal food grant plus any state food grant remaining for the current Federal fiscal year, plus the portion of any expected state food grant for the next state fiscal year that applies to the months in the current Federal fiscal year.

The starting food package cost for each category is entered. This food package cost is updated by the inflation factor. The inflated food package cost is then reduced by the redemption factor.

This adjusted food package value is multiplied by the issuance participation of the category being calculated. After calculating each category/month cost, an aggregate value for the fiscal month is calculated. This process is repeated for each month in the fiscal year and the resulting values are then summarized for the year.

As estimated issuance participation is developed, rebate dollars must be added to the available funds. Rebate dollars are based upon participation and a financial factor that estimates the amount of rebate money per participant per month. This estimated rebate goes back into the pool of available food funds that must be consumed by the estimated caseload.

As WIC participants do not always redeem all the food instruments that have been issued, the Annual Food Package Estimate is adjusted by a factor that accounts for the current food instrument redemption rate in order to fully utilize program funds. The adjusted amount becomes the Annual State Caseload for the fiscal year. As one food package is issued to a participant per month, the Annual State Caseload is divided by twelve in order to determine the number of

participants that can be served by the State each month. State Agencies may wish to further adjust the caseload numbers for each individual month to account for current participation levels and targeted growth rates over the coming fiscal year. The System then stores the Monthly State Caseload for each category for each month in the Federal Fiscal Year.

It should be noted that although the difference between Federal and any State funding is transparent to the WIC participant, it is important to keep a distinction between Federal and State caseload for reporting purposes. The method of determining the Federal Caseload is by multiplying the Total Caseload by the Federal Food Fund Ratio, the ratio of the Federal food grant to the total food grant (Federal and State). Currently, the State of Arizona is not providing State funding to the WIC Program, however, the System is capable of accommodating State funding (along with Federal funding) should the state make a change in its policy.

Finally, it is important for the State Agency to be able to compare its estimate with funding formula participation projection supplied by FNS. If the State Agency's estimates are higher than FNS's, the State Agency has to balance any decisions to fund this expansion with the conversion of food grants to administrative funds to support increased participation. The System will support the analysis required to make these choices.

Prepare Local Agency Caseload Allocation Estimates

State WIC Agencies must assign caseload levels and monitor achieved participation. State Agencies receive Federal grants, and must determine how many WIC participants they can serve with those funds. In addition, they determine how best to distribute the caseload among local agencies to reach those participants with the greatest need (i.e., at the greatest nutritional risk).

Grants are awarded to State Agencies initially and then later adjusted at least once or twice each year by the FNS. Therefore, the State Agencies need to be able to reallocate caseloads for Local Agencies when necessary. Other allocations may be required during the course of the year due to changes caused by differences in State and Federal Fiscal Years, infant formula rebates, radical changes in food prices, authorized conversion of food funds to administrative funds, or shifts in the number of applicants in the various priority categories. The calculations and subsequent adjustments involved are extremely important, as the State Agencies are required to spend as close to 100 percent of the State and Federal food grants as possible.

After the maximum caseload available to the State Agency has been determined, based on the initial Federal grant allocation, it must be divided among the local agencies so that they know how many participants they can support each month. Caseload allocation is determined by State Agencies on the basis of current participation levels, anticipated increases or decreases in WIC Program funding, food package costs, redemption rates, caseload growth rates at each Local Agency, and waiting lists maintained by the Local Agencies.

Some State Agencies choose to administer program funds without identifying specific allocations to the Local Agencies. The Local Agencies are allowed to accept as many participants as they can support. Participants may be accepted at all seven priority levels. The State Agency monitors the total caseload and issues statewide directives to either increase outreach or stop accepting new cases according to the availability of funds. To operate the WIC Program in this manner, it is important for the State Agency to have accurate and timely caseload information and to know, with relative precision, the lead times needed to achieve an increase or decrease in total caseload.

The AIM System allocates the maximum caseload down to the Local Agency level. The user enters a percentage that is applied against the maximum state caseload for each month in the fiscal year in order to make the allocation. The resultant caseload is then placed into the appropriate month's estimated caseload for the Agency. Once this is done, users can adjust individual month estimated caseload up or down as needed. Another feature of this function is its ability to simulate what would happen if new Local Agencies were added or deleted. Buttons on the window allow users to create agencies and simulate what the effect would be on caseload allocation.

Finally, a pop-up window warns users that they have created an out of balance situation and how far the current month is out of balance. The particular month(s) that are out of balance are highlighted in a different color.

Once the allocations have been completed, a caseload allocation letter and report are produced to send to Local Agencies so that they can confirm the accuracy of the number and understand what WIC management is expecting of them for a caseload. The allocations are saved and can be modified up to the point at which the allocation is for the current issuance month or previous months.

As actual caseload numbers become available, they are recorded against their corresponding estimated caseload allocation providing visibility on caseload achievement month by month at the Local Agencies. This can be viewed from the same window.

Because reallocation can occur at any time during the year, the System permits update of the allocations upon request. The System also has the flexibility to make adjustments that are required because of differences between the State and Federal Fiscal Years. The total sum of all Local Agency caseload allocations may not exceed the maximum caseload allocation for the State.

Record Caseload Allocation

Once approved by the State Agency, the WIC System stores the caseload allocation data as manually entered by users at the State Agencies. This information is used for notifying the Local Agencies of their individual allocations and tracking assigned caseload against actual participation.

The division of the allocation process into two steps, analysis and approval, provides State Agencies with the flexibility to determine whether it is appropriate to actually modify caseload assignments on the basis of changes suggested by the system model. State Agencies can make this decision before such changes are officially stored in the System or announced to Local Agencies.

Prepare Clinic Caseload Allocation Estimates

The System divides the Local Agency caseload among the clinics and participants that they serve. The user inputs a percentage that is applied against the maximum Local Agency caseload for each month in the fiscal year to calculate the allocation. The resultant caseload is then placed into the appropriate month's estimated caseload for the clinic. Once this is done, users can adjust individual month estimated caseload up or down as needed. Another feature of this function is its ability to simulate what would happen if new clinics were added or deleted. Buttons on the

window allow users to create clinics and simulate what the effect would be on caseload allocation.

Finally, a pop-up window warns users that they have created an out of balance situation and indicates how the current month is out of balance. The month(s) that are out of balance are highlighted in a different color.

As actual caseload numbers become available, they are recorded against their corresponding estimated caseload allocation providing visibility on caseload achievement month by month at the Local Agency and clinic level. This can be viewed from the same window.

Because reallocation can occur at any time during the year, the System permits update of the allocations upon request. The total sum of all clinic caseload allocations may not exceed the maximum caseload allocation for the Local Agency.

After the maximum caseload available to the Local Agency has been determined, based on the distribution from the State Maximum Caseload Allocation, it must be divided among the clinics so that they know how many participants they can support each month. Caseload allocation is determined by State Agencies on the basis of current participation levels, anticipated increases or decreases in WIC Program funding, food package costs, redemption rates, caseload growth rates at each Local Agency, and waiting lists maintained by the Local Agencies.

Record Caseload Allocation-Clinic

Once approved by the Local Agency, the WIC System stores the caseload allocation data as manually entered by users at the Local Agencies. This information is used for notifying the clinics of their individual allocations and tracking assigned caseload against actual participation.

The division of the allocation process into two steps, analysis and approval, provides Local Agencies with the flexibility to determine whether it is appropriate to actually modify caseload assignments on the basis of changes suggested by the system model. Local Agencies can make this decision before such changes are officially stored in the System or announced to clinics.

Monitor Caseload

The System provides capabilities that assist the State in monitoring the actual caseload compared with the estimated and allocated caseload.

Track Issuance Participation

Once the caseload has been allocated, it is important to track issuance participation levels against the assigned levels so that adjustments can be made by State and Local Agencies in response to various changes or trends observed over the course of the year. If a Local Agency has reached its maximum caseload level, the System automatically warns the Agency against accepting additional enrollees in the WIC Program when new applications are processed at the Local Agency.

The State Agency must have sufficient information to determine, at any point in time, how close each Local Agency is to meeting its caseload maximum. The State Agency must also have access

to information on the Local Agencies with the greatest unmet need (percentage of potential eligible not reached) and the greatest growth rates (monthly rate of increase in participation) so that caseload can be shifted between Local Agencies as available and appropriate. The System provides this information through a series of caseload reports. The System provides for shifting of caseload within the state through the transfer of participants (covered in the Participant Processing Section).

The System automatically prepares the FNS reports specifically related to caseload: the WIC Annual Participation Report (FNS-654), as well as the WIC Monthly Financial and Participation Summary. Both reports utilize participation information maintained in the System.

Participation information is automatically made available to state analysts through the end-of-day process on a nightly basis (Please refer to the System Administration functional area for more details). Thus, there is no need for manual counts or any of the reporting delays that are currently experienced.

The WIC System supports this function by retrieving assigned caseload data from the caseload data store and comparing it to actual participation data compiled from the Participant and Food Instrument data stores on a month-by-month basis. The State Agency is notified if local agencies exceed their assigned caseload. Furthermore, the System calculates the caseload achievement rate, the percentage of the assigned caseload that the Local Agency is actually serving in the WIC Program.

The recommended method for determining participation in an automated system, according to FNS Handbook 154, is to use a unique identification number for each WIC participant. Food instruments issued will be cross-referenced to this identification number. The actual participation count is obtained by summarizing the unduplicated participant identification numbers for which at least one food instrument remains valid at the close of the month. A valid food instrument is one that has been issued to a participant, and has not been voided or returned unclaimed to the State Agency. It is noted that some food instruments are issued for compliance investigators and are not included in the participation count. The AIM System conforms to each of these recommendations.

In addition, when tallying WIC participation, State Agencies must develop a means of accounting for the number of enrolled fully breastfed infants that are reflected in the infant participation count. Fully breast-fed infants are considered verified participants who have received food benefits at no food cost to the program, and it is ultimately in the State's interest to include these participants in the total count. (The number of breast-fed infants is also of interest to the infant formula manufacturers for use in assessing the accuracy of infant formula rebate invoices.) The AIM System meets this requirement as well.

Provide Ad Hoc Query Capabilities

The AIM System provides reporting capabilities other than the fixed reports that are pre-programmed into the System. WIC has the ability to investigate particular data through individually constructed reports, a method called *Ad hoc* Querying.

The System provides the capability to access any central data stores using the SQL language. There are also several packages that can be installed on the System which assist users in building

ad hoc queries. One of these is Discoverer, which provides a GUI view of the data stores, and users point and click on the data in which they are interested.

Provide Data Interoperability

Many different types of information are considered in managing WIC caseload and expenditures. The type of information needed may also change over time. Therefore, a need exists for WIC to be able to define and redefine the type and parameters of data it wishes to use at any given time. The selected data elements must be downloaded from the central data store in ASCII format to an external database for use on a State office PC or State LAN.

The architecture of the transfer system, which is based upon Windows, is very conducive to moving data between the application and other Windows-based products. For example, data queries can be built and executed and the resultant data can be directly transported into Excel spreadsheets or Word documents. This can be done without writing the data to another file. Of course, users still can write the same data to a file on a PC or LAN, but the Windows environment creates an opportunity for the more direct exchange of data.

Also, the WIC System enables users to run most reports utilizing data parameters. This capability provides users flexibility in the execution of any of their participation/caseload reports even during the current issuance month. This function assists management by giving visibility on where participation counts are heading while they can still react to the situation.

Track Formula Type Issuance

The AIM System tracks the issuance and redemption of formula under a manufacturer rebate contract. These moneys are considered part of the food grant and have an important impact on predicting caseload and providing funding to support caseload.

The Formula Type Issuance report provides information on a statewide basis regarding the issuance of different formula types (regular infant formula and /or “special” infant formulas).

Tracking formula usage and its impact on caseload is done via the cash flow analysis spreadsheet.

Produce Management Reports

The AIM System provides numerous Information Management Reports in order to assist in managing the State Agency, Local Agency, and Clinic WIC Caseloads.

By having timely and accurate information, the WIC Program is better able to estimate, plan and track the program’s objectives, as well as being able to make changes in the way services are allocated in order to improve program efficiency and effectiveness in a more timely manner. The Caseload Management Section provides reports that assist in tracking caseload assignments, participation, participant status, participation versus assignment, participation priorities, participation to staff ratios and WIC income eligibility.

Caseload Assignments

The Caseload Assignment Report breaks down the assigned caseload by Local Agency for the entire state. It also shows the caseload allocation broken down by month, with totals for the entire state, both yearly and monthly.

Caseload Participation

This report summarizes issuance participation by Clinic and Local Agencies. Counts are provided by category and priority with totals for both. These versions of the report are available:

- Clinic level detail summarized to the Local Agency level
- Local Agency detail summarized to the State Agency level

Monthly Participation by Category/Ethnicity

This report provides a count of the number of participants determined to be participating broken down by race and status and priority and status.

A participant is counted if they have at least one issued food instrument that has not been voided in the report month, or they are exclusively breastfed infants. Participants who also appear on the State Funded Participation Report are omitted from this report.

WIC Participant Status

The WIC AIM System provides the Participant Status report to track specific characteristics of the WIC participant population. This report can be used to measure changes and trends in the WIC participant population for use in predicting caseload changes. The State and Local Agencies can then reflect these changes in their WIC goals and in their outreach efforts.

The types of characteristics measured are:

- The number of individuals enrolled (eligible to receive WIC benefits in current period, by Local Agency and Clinic)
- The number of currently certified breastfeeding women participants who will become categorically ineligible (by Local Agency and Clinic)
- Number of wait-listed applicants (by expected priority and Local Agency and Clinic)
- Number of infant to child category transfers (by Local Agency and Clinic)
- Number of actual (food benefit issued) participants (by Local Agency and Clinic)
- Number of breast-fed infant participants (by Local Agency and Clinic)
- Number of certified pregnant women with EDD (estimated due date) in current month (by Local Agency and Clinic)
- Number of (and name of) participant terminated for reasons other than categorical ineligibility (by Local Agency and Clinic)
- Number of currently certified, non-breastfeeding, postpartum women who will become categorically ineligible (by Local Agency and Clinic)
- Number of certifications and out-of-state transfers

- Number of currently certified child participants who will become categorically ineligible.

Participation vs. Assignment

The Participation vs. Assignment Report shows a yearly history of the caseload assigned to each Local Agency (and is also broken down by their clinics), their participation count (actual), their percentage of allocated caseload attainment, and their percentage of increase (from the same month in the previous year).

Participant to Staff Ratio

The Participation to Staff Ratio Report allows the WIC Program to monitor its ability to effectively handle participant caseload based upon staffing patterns. The estimated hours per week captured in the Operations Management area of WIC System are utilized in building staff to participant ratios.

State Funded WIC Participation Listing

The State Funded WIC Participation Listing Report provides a count of the number of participants broken down by priority and category and based on a State Funding Amount. This report is not generated for three months of the year: October, November, and December.

Wait List

The Wait List reporting function under Caseload Management provides WIC management with visibility as to the number of wait-listed applicants by category and priority within Local Agencies. Additionally, the function provides reporting features which define how long individual applicants have been wait listed and the methods used in contacting them when caseload limits are no longer in effect.

WIC Income Eligibility

This report provides information on the number of enrollees with income eligibility reported at selected levels of the current income poverty guidelines.

Produce FNS Report

This function retrieves data from the various caseload and Local Agency data stores to provide required FNS reports including participation by category, by priority by month (498), and average annual participation by category, addresses, and priority (654).

The AIM System provides support for the production of all required FNS reports. Depending on the report and the amount of user provided information varies:

FNS 498 - User provides yearly administrative costs to date for unliquidated Obligations and Outlays.

FNS 227 - User provides Column B information on the utilization of Administrative Funds (Obligations/Outlays)

FNS 654 - This report is system-generated and requires no user-provided data.

The participation data reflected on the FNS-654 report reflects the same level of participation reported on the closed out Federal participation column of FNS-498, WIC Financial and Program Status Report, for the applicable report month.

WIC Monthly Financial and Participation Summary

The System produces the WIC Financial and Participant Summary Report (FNS-498). This is a federally required report, and is output in such a manner so that it can be directly submitted to the FNS.

WIC Annual Participation

The System produces the WIC Annual Participant Summary Report (FNS-654). This is a federally required report, and is output in such a manner so that it can be directly submitted to the FNS.

Manage the Wait List

The AIM System provides several features that will assist Arizona WIC in managing the wait list.

Determine Categories/Priorities to Serve

The AIM System provides the capability of analyzing the effect of setting “freezes” by priority or category. Freezes are defined as caseload management decisions that limit the certification of enrollees generally due to a lack of available food grant money. The transfer system functionality allows users to gather redemption and participation information on categories and/or priorities of clients. The analysis can be of a reiterative nature and repeated as many times as the user wishes. This information can then be applied against a copy of the current years estimated caseload using the same spreadsheet function described earlier. Once the analysis is complete, the user can invoke the freeze from the same window in which the original redemption analysis was conducted. This affects the certification process in that when a freeze is in effect and the client being certified falls into the freeze criteria, a message is displayed on the certification window, a notice of ineligibility is automatically produced, and the client is placed on the wait list. It needs to be noted that the once the “copied” spreadsheet has been revised to reflect the freeze, the estimated participation and revised food package information are automatically applied to the real spreadsheet. Local Agencies are allowed to use the analysis function, however, they are not able to initiate a freeze.

Maintain Wait List Parameters

The AIM System provides the capability to determine how long clients are kept on the wait list, the number of times they need to be contacted while they are on the wait list, and the number of days that the clients have to respond once they have been contacted.

These parameters are maintained by the State and passed to the Local Agencies via the end-of-day process.

Additionally, Clinics/Local Agencies have visibility on wait listed clients and the number of times and methods of contact.

The State will develop policies to determine how to reallocate caseload to appropriate Local Agencies. Thus Local Agencies who are at their caseload limit will continue to enroll and refer to other clinics. Meanwhile, caseload reallocation will be done and then the clients can be taken off the wait list.

Once a POS reaches its caseload assignment, it cannot be forced to serve above that assignment (without contracts being renegotiated).

Description of Financial Management Functions

When clicking on the Financial Management button from the AIM System Master Menu, the Financial Management main menu window is displayed:

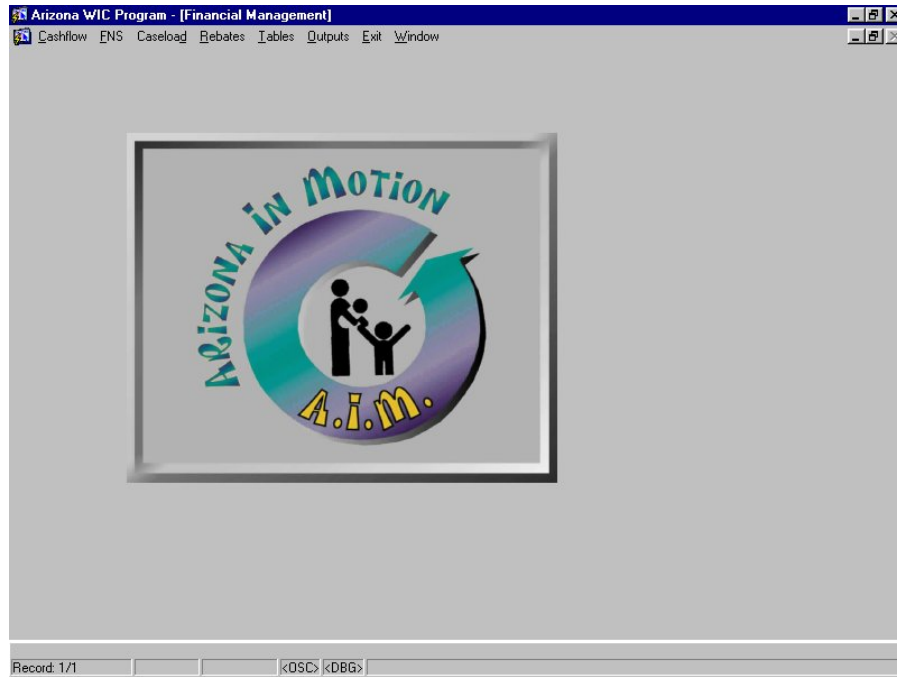
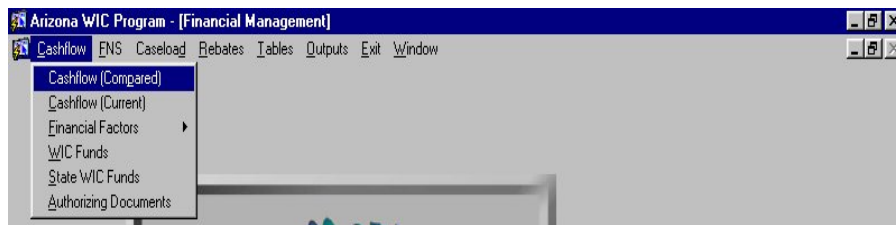


Figure 1 – Financial Management Splash Screen

To Maintain Cashflow (Compared)

1. Click Cashflow on the Financial Management main menu.
2. Click Cashflow (Compared) as shown below:



The Cashflow (Compared) Window is displayed:

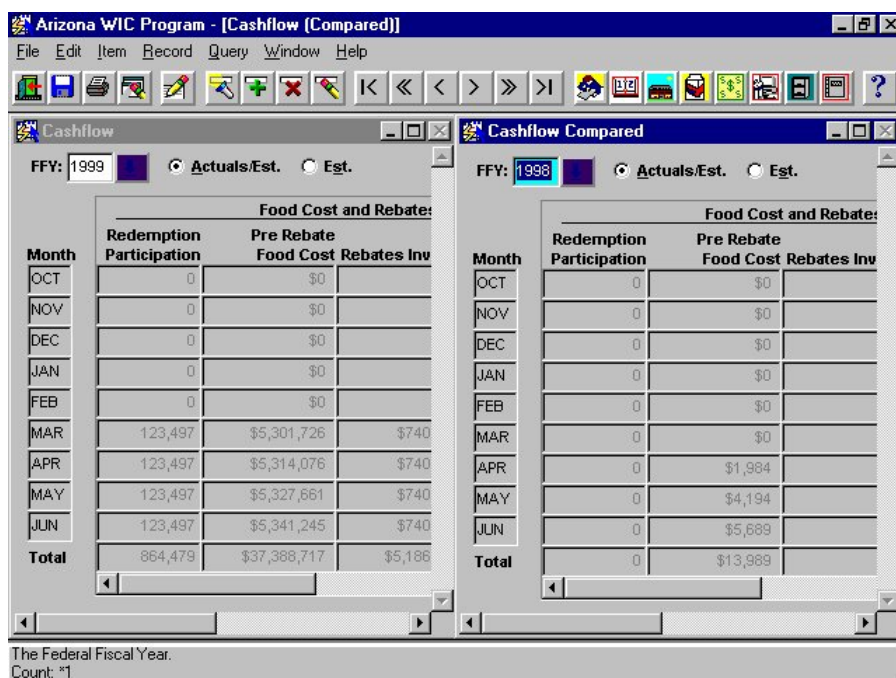


Figure 2 Cash Flow (Compared) (1 of 9)

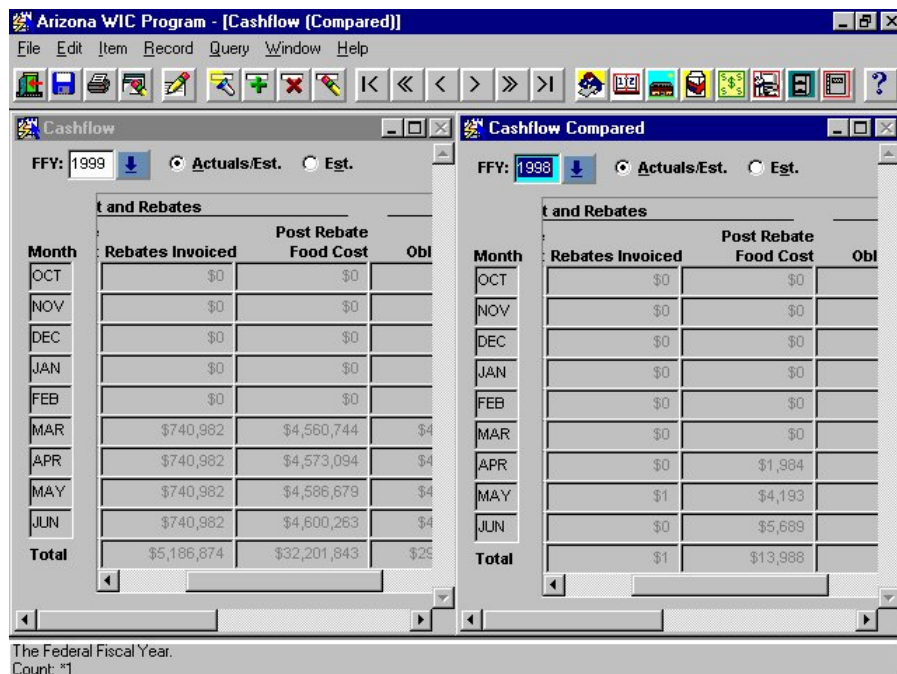


Figure 3 Cash Flow (Compared) (2 of 9)

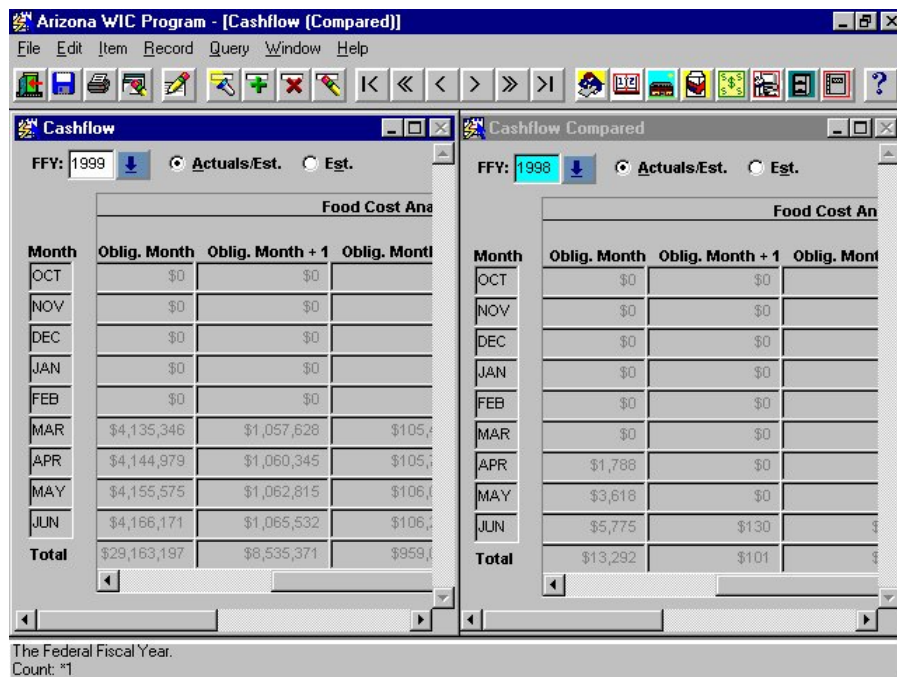


Figure 4 Cash Flow (Compared) (3 of 9)

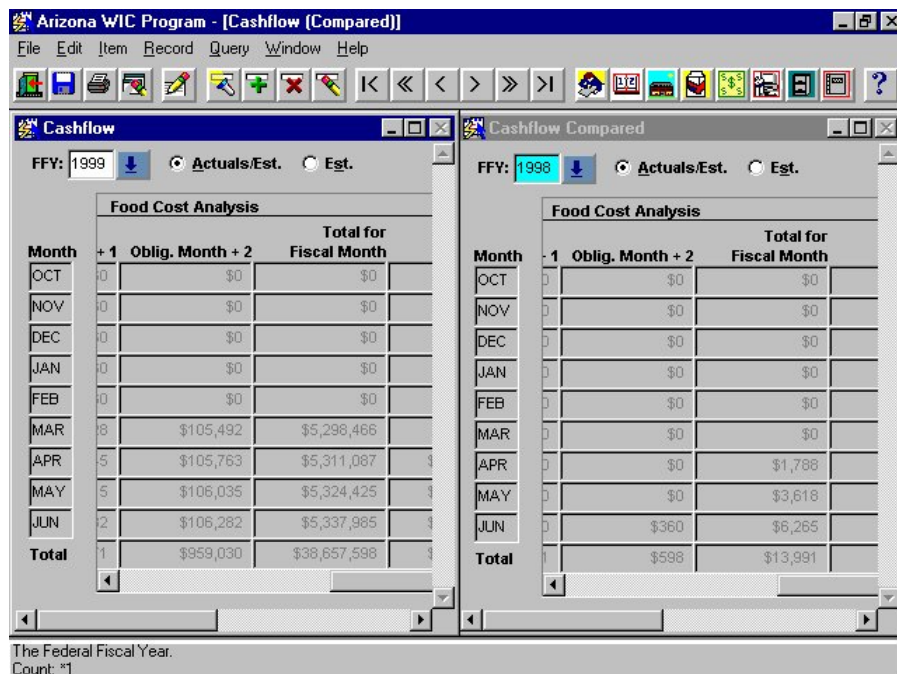


Figure 5 Cash Flow (Compared) (4 of 9)

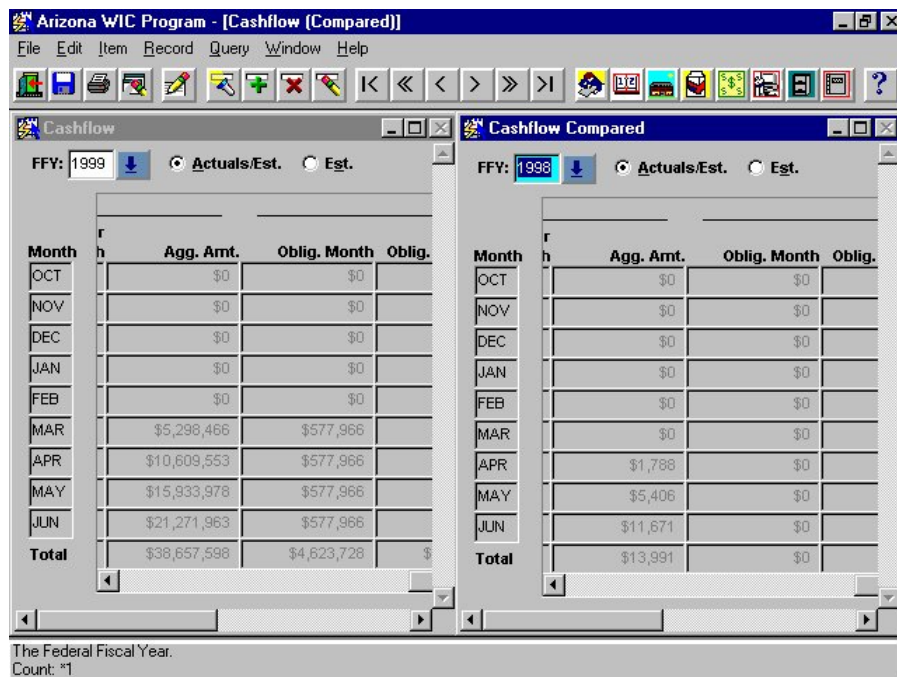


Figure 6 Cash Flow (Compared) (5 of 9)

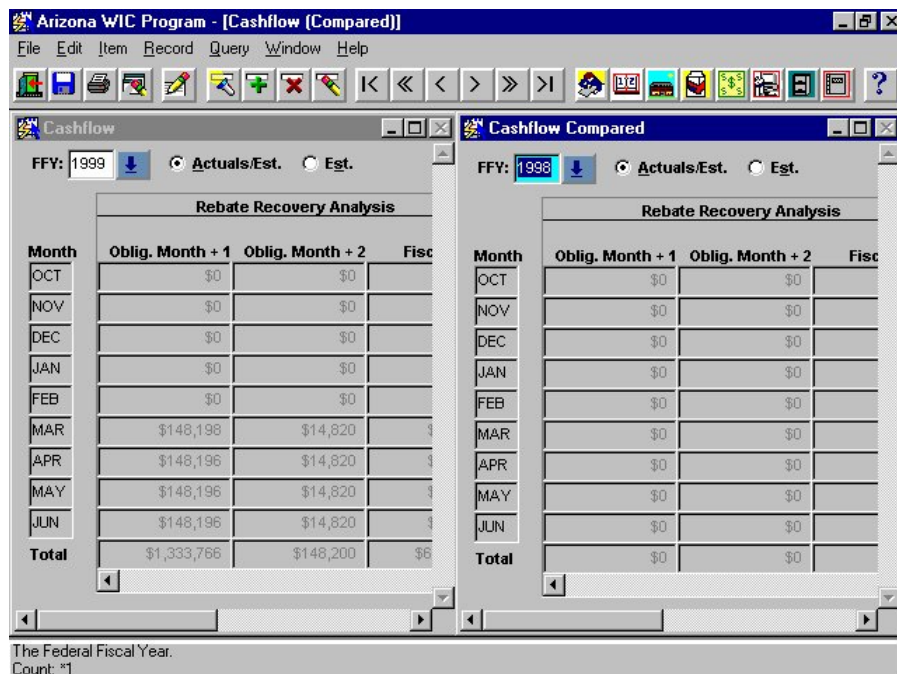


Figure 7 Cash Flow (Compared) (6 of 9)

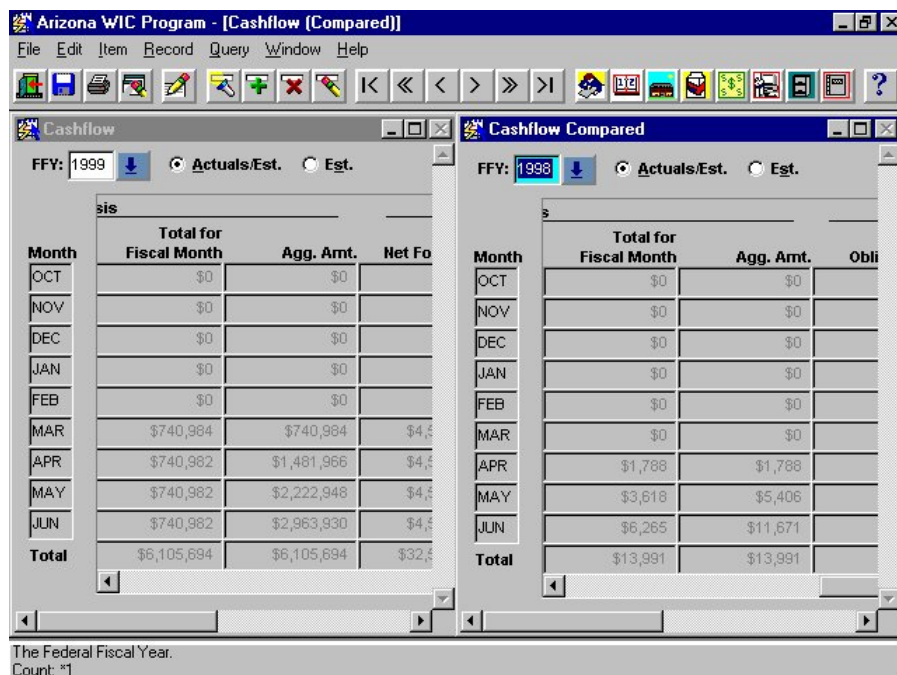


Figure 8 Cash Flow (Compared) (7 of 9)

The screenshot displays the 'Arizona WIC Program - [Cashflow (Compared)]' window. It contains two side-by-side tables, 'Cashflow' and 'Cashflow Compared', both featuring a 'Summary Analysis' section. The 'Cashflow' table has columns for 'Net Food Cost', 'Agg. Net Food Cost', and 'Net Cash Balance'. The 'Cashflow Compared' table has columns for 'Net Food Cost', 'Agg. Net Food Cost', and 'Net Cash Balance'. The data rows show various cost values and their aggregates.

Net Food Cost	Agg. Net Food Cost	Net Cash Balance
\$0	\$0	\$20,000
\$0	\$0	\$20,000
\$0	\$0	\$20,000
\$0	\$0	\$20,000
\$0	\$0	\$20,000
\$4,557,482	\$4,557,482	<\$5,278,466>
\$4,570,105	\$9,127,587	<\$10,589,553>
\$4,583,443	\$13,711,030	<\$15,913,978>
\$4,597,003	\$18,308,033	<\$21,251,963>
\$32,551,904	\$32,551,904	<\$38,637,598>

The Federal Fiscal Year.
Count: *1

Figure 9 – Cash Flow (Compared) (8 of 9)

The screenshot displays the 'Arizona WIC Program - [Cashflow (Compared)]' window. It contains two side-by-side tables, 'Cashflow' and 'Cashflow Compared', both featuring a 'Summary Analysis' section. The 'Cashflow' table has columns for 'Agg. Net Food Cost', 'Net Cash Balance', and 'Net Fund Balance'. The 'Cashflow Compared' table has columns for 'Agg. Net Food Cost', 'Net Cash Balance', and 'Net Fund Balance'. The data rows show various cost values and their aggregates.

Agg. Net Food Cost	Net Cash Balance	Net Fund Balance
\$0	\$20,000	<\$34,566>
\$0	\$20,000	<\$34,566>
\$0	\$20,000	<\$34,566>
\$0	\$20,000	<\$34,566>
\$0	\$20,000	<\$34,566>
\$4,557,482	<\$5,278,466>	<\$4,592,048>
\$9,127,587	<\$10,589,553>	<\$9,162,153>
\$13,711,030	<\$15,913,978>	<\$13,745,596>
\$18,308,033	<\$21,251,963>	<\$18,342,599>
\$32,551,904	<\$38,637,598>	<\$32,586,470>

The Federal Fiscal Year.
Count: *1

Figure 10 – Cash Flow (Compared) (9 of 9)

View the Current and Past Prior Fiscal Year

1. The System automatically defaults to the current and past Federal Fiscal Year for each window on the screen.
2. Use the radio buttons at the top of the window to indicate whether to view actual or estimated information for each of the years, current and compared.
3. Use the scroll bars to view information for each of the years.
4. This information is display only, no edits or modifications are allowed on this screen.
5. Click on the Exit icon to exit this window.

Figure 2 Cash Flow (Compared) (1 of 9)

Fields

FFY - Federal Fiscal Year uniquely identifies the year and record. This field is mandatory.

Month - The Month associated with the Federal Fiscal Year for which the record is applicable. This field is display only.

Food Cost and Rebates:

Redemption Participation - The projected participation/caseload on which the spreadsheet calculations are based. This field is display only.

Pre Rebate Food Cost - The food cost for the month excluding rebate recovery. This field is display only.

Radio Button(s)

Actuals/Est. - Allows the user to display Actuals for any month where they exist and show estimates for all other months. This is the default.

Est. - Allows the user to display estimates only.

Figure 3 Cash Flow (Compared) (2 of 9)

Fields

Rebates Invoiced - The dollar amount that appears on the invoice sent from the WIC Program to the manufacturer. This field is display only.

Post Rebate Food Cost - The food cost for the month including rebate recovery. This field is display only.

Figure 4 Cash Flow (Compared) (3 of 9)

Fields

Food Cost Analysis:

Oblig. Month - Food Fund Cost from food instruments that are redeemed in the month they became obligations. This field is display only.

Oblig. Month + 1 - Food Fund Cost from food instruments that are obligated or paid one month after they became obligations. This field is display only.

Figure 5 Cash Flow (Compared) (4 of 9)

Fields

Oblig. Month + 2 - Food Fund Cost from food instruments that are obligated or paid two months after they became obligations. This field is display only.

Total for Fiscal Month - Food Fund Cost from all food instruments that are obligated or paid during a federal fund month. This field is display only.

Figure 6 Cash Flow (Compared) (5 of 9)

Fields

Agg. Amt. – Accumulative total of total food costs for all food instruments year-to-date. This field is display only.

Oblig. Month - Rebate income from food instruments redeemed in the same month they became obligations. This field is display only.

Figure 7 Cash Flow (Compared) (6 of 9)

Fields

Oblig. Month + 1 - Rebate income from food instruments redeemed one month after they became obligations. This field is display only.

Oblig. Month + 2 - Rebate income from food instruments redeemed two months after they became obligations. This field is display only.

Figure 8 Cash Flow (Compared) (7 of 9)

Fields

Total for Fiscal Month - Rebate income from all food instruments that were redeemed in the associated fund month. This field is display only.

Agg. Amt - Sum of rebate income from all food instruments were redeemed up to and including the associated fund month. This field is display only.

Figure 9 – Cash Flow (Compared) (8 of 9)

Fields

Summary Analysis:

Net Food Cost - The net food cost is calculated for each month by subtracting the total rebate recovery from the total food cost for the fiscal month. This field is display only.

Agg. Net Food Cost – The cumulative total net food cost. This field is display only.

Net Cash Balance - Year-to-date cash balance after subtracting the Agg. Net Food Cost. This field is display only.

Figure 10 – Cash Flow (Compared) (9 of 9)

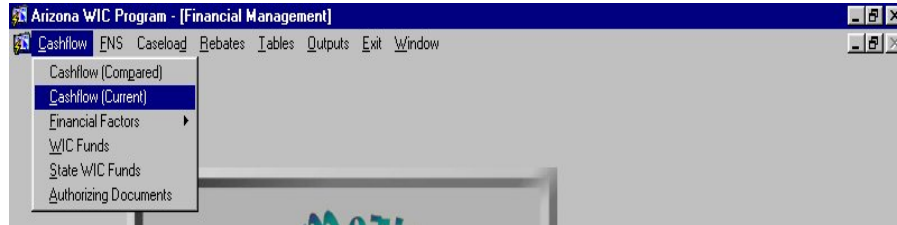
Fields

Net Fund Balance - Year-to-date fund balance after subtracting the Agg. Net Food Cost. This field is display only.

Maintain Cashflow (Current)

To Maintain Cashflow (Current):

1. Click Cashflow on the Financial Management main menu.
2. Click Cashflow(Current) as shown below:



The Cashflow (Current) Window is displayed:

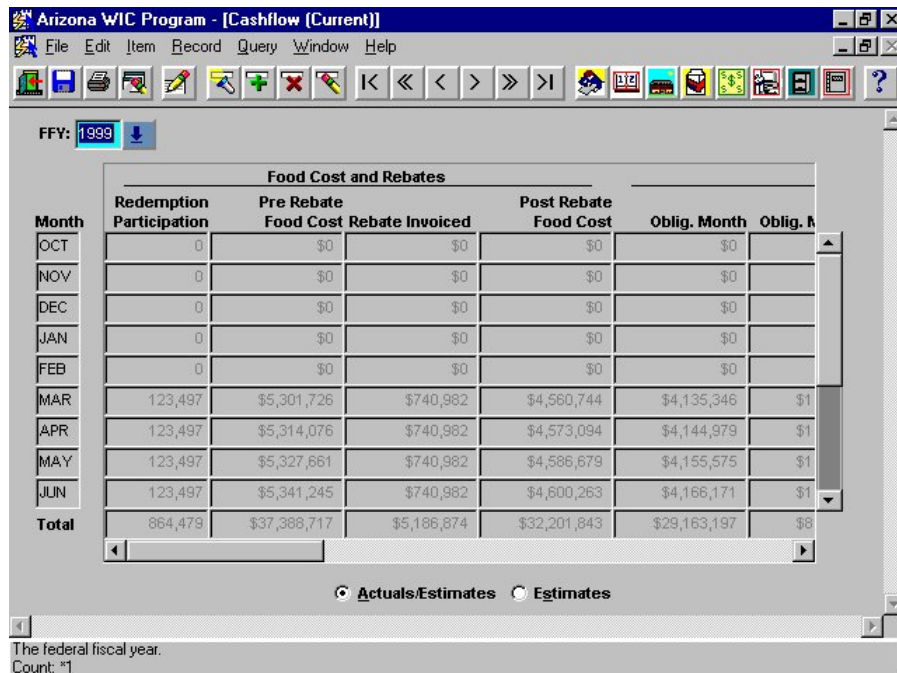


Figure 11 - Cash Flow (Current) (1 of 4)

Arizona WIC Program - [Cashflow (Current)]

FFY: 1999

Food Cost Analysis

Month	Month + 1	Oblig. Month + 2	Total for Fiscal Month	Agg. Amt.	Oblig. Month	Oblig. Month
OCT	\$0	\$0	\$0	\$0	\$0	
NOV	\$0	\$0	\$0	\$0	\$0	
DEC	\$0	\$0	\$0	\$0	\$0	
JAN	\$52,450	\$104,973	\$5,271,611	\$5,271,611	\$577,971	\$148,1
FEB	\$54,920	\$105,245	\$5,284,915	\$10,556,526	\$577,971	\$148,1
MAR	\$57,628	\$105,492	\$5,298,466	\$15,854,992	\$577,966	\$148,1
APR	\$60,345	\$105,763	\$5,311,087	\$21,166,079	\$577,966	\$148,1
MAY	\$62,815	\$106,035	\$5,324,425	\$26,490,504	\$577,966	\$148,1
JUN	\$65,532	\$106,282	\$5,337,985	\$31,828,489	\$577,966	\$148,1
Total	\$642,741	\$1,169,248	\$49,214,124	\$49,214,124	\$5,779,670	\$1,630,1

☒ Actuals/Estimates ☐ Estimates

The federal fiscal year.
Count: *1

Figure 12 - Cash Flow (Current) (2 of 4)

Arizona WIC Program - [Cashflow (Current)]

FFY: 1999

Rebate Recovery Analysis

Month	Oblig. Month	Oblig. Month + 1	Oblig. Month + 2	Total for Fiscal Month	Agg. Amt.	Ne
OCT	\$0	\$0	\$0	\$0	\$0	
NOV	\$0	\$0	\$0	\$0	\$0	
DEC	\$0	\$0	\$0	\$0	\$0	
JAN	\$0	\$0	\$0	\$0	\$0	
FEB	\$577,971	\$148,196	\$14,820	\$740,989	\$740,989	
MAR	\$577,966	\$148,196	\$14,820	\$740,984	\$1,481,973	
APR	\$577,966	\$148,196	\$14,820	\$740,982	\$2,222,955	
MAY	\$577,966	\$148,196	\$14,820	\$740,982	\$2,963,937	
JUN	\$577,966	\$148,196	\$14,820	\$740,982	\$3,704,919	
Total	\$5,201,699	\$1,481,964	\$163,020	\$6,846,683	\$6,846,683	

☒ Actuals/Estimates ☐ Estimates

The federal fiscal year.
Count: *1

Figure 13 - Cash Flow (Current) (3 of 4)

Arizona WIC Program - [Cashflow (Current)]

FFY: 1999

Month	FFY for Month	Agg. Amt.	Net Food Cost	Agg. Net Food Cost	Net Cash Balance	Net Fund Balance
OCT	980	\$0	\$0	\$0	\$20,000	<\$34,566>
NOV	980	\$0	\$0	\$0	\$20,000	<\$34,566>
DEC	980	\$0	\$0	\$0	\$20,000	<\$34,566>
JAN	980	\$0	\$0	\$0	\$20,000	<\$34,566>
FEB	989	\$740,989	\$4,543,926	\$4,543,926	<\$5,264,915>	<\$4,578,492>
MAR	984	\$1,481,973	\$4,557,482	\$9,101,408	<\$10,563,381>	<\$9,135,974>
APR	982	\$2,222,955	\$4,570,105	\$13,671,513	<\$15,874,468>	<\$13,706,079>
MAY	982	\$2,963,937	\$4,583,443	\$18,254,956	<\$21,198,893>	<\$18,289,522>
JUN	982	\$3,704,919	\$4,597,003	\$22,851,959	<\$26,536,878>	<\$22,886,525>
Total	983	\$8,846,683	\$37,095,830	\$37,095,830	<\$43,922,513>	<\$37,130,396>

☒ Actuals/Estimates ☐ Estimates

The federal fiscal year.
Count: *1

Figure 14 - Cash Flow (Current) (4 of 4)

Arizona WIC Program - [Cashflow (Current)]

Budget

Month	Closed Out Flag	Participation				
		Est. Issue	Est. Typical Redemption Factor	Actual Redemption Factor	Est. Redemption	Actual Redemption
OCT	NO	0	0			
Total/Avg.		0	0	0	0	

FFY: 1999

Recalc. Infl. Factor

OK

☒ Actuals/Estimates ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.
Count: *1

Figure 15 - Cash Flow (Current) Budget pop up (1 of 6)

Arizona WIC Program - [Cashflow (Current)]

File Edit Item Record Query Window Help

Budget

Month	Pre Rebate Fpkg Cost		Monthly Fpkg Inflation Factor		Rebate Per Participant	
	Actual Redemption	Est.	Actual	Est.	Actual	Est.
OCT		\$0.00		.0025		\$12.50
Total/Avg.	0	\$0.00	\$0.00	.00021	0.	\$1.04

FFY: 1999 Recalc. Infl. Factor OK

☒ Actuals/Estimates ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.
Count: *1

Figure 16 - Cash Flow (Current) Budget pop up (2 of 6)

Arizona WIC Program - [Cashflow (Current)]

File Edit Item Record Query Window Help

Budget

Month	Rebate Per Participant		Post Rebate Fpkg Cost		Fund Use Factor	
	Est.	Actual	Est.	Actual	Est. Month 0	Actual Month 0 Est. Month 1
OCT	\$12.50		-\$12.50		.78	.2
Total/Avg.	\$1.04	\$0.00	-\$1.04	\$0.00	.065	0.01667

FFY: 1999 Recalc. Infl. Factor OK

☒ Actuals/Estimates ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.
Count: *1

Figure 17 - Cash Flow (Current) Budget pop-up (3 of 6)

The screenshot shows the 'Budget' window for the 'Arizona WIC Program - [Cashflow (Current)]'. The window has a menu bar (File, Edit, Item, Record, Query, Window, Help) and a toolbar with various icons. The main area contains two tables: 'Fund Use Factor' and 'Pre Rebate Food Cost'. The 'Fund Use Factor' table has columns for 'Month', 'Est. Month 0', 'Actual Month 0', 'Est. Month 1', 'Actual Month 1', 'Est. Month 2', 'Actual Month 2', and 'Est.'. The 'Pre Rebate Food Cost' table has columns for 'Month', 'Est.', and 'Actual'. The 'Month' column is set to 'OCT'. The 'Fund Use Factor' table shows values for 'Est. Month 0' (.78), 'Est. Month 1' (.2), and 'Est. Month 2' (.02). The 'Pre Rebate Food Cost' table shows values for 'Est.' (\$0). Below the tables, there is a 'Total/Avg.' row with values: .065, 0, .01667, 0, .00167, 0, and \$0. At the bottom, there is a 'FFY: 1999' field, a 'Recalc. Infl. Factor' button, and an 'OK' button. There are also radio buttons for 'Actuals/Estimates' (selected) and 'Estimates'.

Month	Fund Use Factor						Pre Rebate Food Cost
	Est. Month 0	Actual Month 0	Est. Month 1	Actual Month 1	Est. Month 2	Actual Month 2	Est.
OCT	.78		.2		.02		\$0
Total/Avg.	.065	0	.01667	0	.00167	0	\$0

FFY: 1999 Recalc. Infl. Factor OK

☒ Actuals/Estimates ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.
Count: *1

Figure 18 - Cash Flow (Current) Budget pop up (4 of 6)

The screenshot shows the 'Budget' window for the 'Arizona WIC Program - [Cashflow (Current)]'. The window has a menu bar (File, Edit, Item, Record, Query, Window, Help) and a toolbar with various icons. The main area contains three tables: 'Pre Rebate Food Cost', 'Rebate Recovery', and 'Post Rebate Food Cost'. Each table has columns for 'Month', 'Est.', and 'Actual'. The 'Month' column is set to 'OCT'. The 'Pre Rebate Food Cost' table shows values for 'Est.' (\$0) and 'Actual' (\$0). The 'Rebate Recovery' table shows values for 'Est.' (\$0) and 'Actual' (\$0). The 'Post Rebate Food Cost' table shows values for 'Est.' (\$0) and 'Actual' (\$0). Below the tables, there is a 'Total/Avg.' row with values: \$0, \$0, \$0, \$0, and \$0. At the bottom, there is a 'FFY: 1999' field, a 'Recalc. Infl. Factor' button, and an 'OK' button. There are also radio buttons for 'Actuals/Estimates' (selected) and 'Estimates'.

Month	Pre Rebate Food Cost		Rebate Recovery		Post Rebate Food Cost	
	Est.	Actual	Est.	Actual	Est.	Actual
OCT	\$0	\$0	\$0	\$0	\$0	\$0
Total/Avg.	\$0	\$0	\$0	\$0	\$0	\$0

FFY: 1999 Recalc. Infl. Factor OK

☒ Actuals/Estimates ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.
Count: *1

Figure 19 - Cash Flow (Current) Budget pop up (5 of 6)

The screenshot shows the 'Budget' section of the 'Arizona WIC Program - [Cashflow (Current)]' window. The title bar indicates the window is titled 'Arizona WIC Program - [Cashflow (Current)]'. The menu bar includes 'File', 'Edit', 'Item', 'Record', 'Query', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area is titled 'Budget' and contains a table for 'Post Rebate Food Cost'. The table has columns for 'Month', 'Est.', 'Actual', and 'Comment'. The 'Month' column shows 'OCT' selected. The 'Est.' and 'Actual' columns show '\$0'. The 'Comment' column is empty. Below the table, there is a 'Total/Avg.' row showing '\$0' for both 'Est.' and 'Actual'. At the bottom, there is a 'FFY: 1999' field, a 'Recalc. Infl. Factor' button, and an 'OK' button. The status bar at the bottom indicates 'The fiscal month. Double click or press F2 to display the Monthly Category Budget window. Count: *1'.

Month	Est.	Actual	Comment
OCT	\$0	\$0	
Total/Avg.	\$0	\$0	

FFY: 1999 Recalc. Infl. Factor OK

☒ Actuals/Estimates ☐ Estimates

The fiscal month. Double click or press F2 to display the Monthly Category Budget window.
Count: *1

Figure 20 – Cash Flow (Current) (6 of 6)

The screenshot shows the 'Monthly Category Budget' pop up window. The title bar indicates the window is titled 'Arizona WIC Program - [Cashflow (Current)]'. The menu bar includes 'File', 'Edit', 'Item', 'Record', 'Query', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area is titled 'Monthly Category Budget' and contains a table for 'Participation'. The table has columns for 'Category', 'Est. Issue', 'Total Issue Factor', 'Est. Typical Redemption Factor', 'Actual Redemption Factor', 'Est. Redemption', and 'R'. The 'Category' column shows 'C1' selected. The 'Est. Issue' column shows '1000'. The 'Total Issue Factor' column shows '.00744'. The 'Est. Typical Redemption Factor' column shows '.9'. The 'Actual Redemption Factor' column is empty. The 'Est. Redemption' column shows '900'. The 'R' column is empty. Below the table, there is a 'Total Issuance: 134400' field, a 'FFY: 1999' field, a 'Month: OCT' field, a 'Recalc. Issue Factor' button, and an 'OK' button. The status bar at the bottom indicates 'Enter the assigned estimated issued participation. Count: *11'.

Category	Est. Issue	Total Issue Factor	Est. Typical Redemption Factor	Actual Redemption Factor	Est. Redemption	R
C1	1000	.00744	.9		900	
C2	3200	.02381	.91		2912	
C3	5000	.0372	.88		4400	
C4	2200	.01637	.9		1980	
EN	0	0	0		0	

Total Issuance: 134400 FFY: 1999 Month: OCT Recalc. Issue Factor OK

☒ Actuals/Estimates ☐ Estimates

Enter the assigned estimated issued participation.
Count: *11

Figure 21 – Cash Flow (Current) Monthly Category Budget Pop up (1 of 2)

Arizona WIC Program - [Cashflow (Current)]

File Edit Item Record Query Window Help

Budget

Monthly Category Budget

Category	Pre Rebate Fndg Cost		Rebate Per Participant		Comment
	Actual Redemption	Est.	Actual	Est.	
C1		\$47.30		\$0.00	
C2		\$45.00		\$0.00	
C3		\$42.50		\$0.00	
C4		\$41.30		\$0.00	
EN		\$0.00		\$0.00	

Total Issuance: 134400 FFY: 1998 Month: OCT Recalc. Issue Factor OK

FFY: 1998 Recalc. Issue Factor OK

☒ Actuals/Estimates ☐ Estimates

Enter the estimated pre-rebate food package cost.
Count: *11 v

Figure 22 – Cash Flow (Current) Monthly Category Budget Pop-up (2 of 2)

View Current Cashflow Information

1. The System defaults FFY to the current year.
2. TAB or click the Month to be viewed.
3. Use the bottom scroll bar to view the information on Redemption Participation, Pre-Rebate Food Cost, Rebate Invoiced, Post Rebate Food Cost, Food Cost Analysis for the Oblig. Month 1, 2, and 3 the Total for the Fiscal Month, the Rebate Recovery Analysis for the Oblig. Month, 1, 2, and 3. The Summary Analysis, such as Net Food Cost, Agg. Net Food Cost, Net Cash Balance, and Net Fund Balance.
4. Click the radio buttons at the bottom of the window to view information based on Estimates or Actual.
5. Once radio buttons are selected the System displays information based on estimates or actual.
6. Use the right scroll bar to view additional months, or use the down arrow key.
7. Double click on the month to edit or create monthly budget information.

Create Budget Information for a Particular Month

1. With the cursor in the Month field, double click or press the F2 button to display the Budget pop-up window.
2. The cursor is located on the selected month.
3. TAB to the Closed Out flag and indicate whether or not this budget month is closed out. If the month has been closed out, the fields on this row cannot be updated or changed.
4. The Federal Fiscal Year is displayed at the bottom of this pop-up window.
5. TAB to the Est. Issue field and enter the estimated participation issuance.
6. TAB to the Est. Typical Redemption Factor field and enter the redemption factor.
7. TAB to Est. Redemption and the System calculates and enters the value.

8. TAB to the Pre Rebate Fpkg. Cost Est. field and enter this information.
9. TAB to the Rebate Per Participant Est. field and enter this information.
10. The System automatically calculates the Post Rebate Fpkg Cost.
11. The Fund Use Factor for Months 0, 1, and 2 are displayed from the WIC Annual Factors window.
12. The Pre Rebate Food Cost Est. and Actual; the Rebate Recovery, Est. and Actual; and the Post Rebate Food Cost, Est. and Actual are all displayed.
13. TAB to the Comment field to enter any comments.
14. By clicking the Recalc. Infl. Factor push button, the System recalculates the estimated food package inflation factor based on the prior month's figures.
15. Click the Save icon to save this information.
16. Click OK to return to the Cashflow (current) window.

To update or change budget information for a particular month

1. With the cursor in the month field, double click or press the F2 button to display the Budget pop-up window.
2. The cursor is located in the selected month.
3. The Federal Fiscal Year is displayed at the bottom of this pop-up window.
4. If the month has been closed out, the fields on this row cannot be update or changed.
5. TAB to the field that is to be updated and enter the new information.
6. Continue this process until all the necessary information has been modified.
7. When all the changes have been completed, click the Save icon to save this information.
8. Click the OK button to return to the Cashflow (current) window.

Figure 11 - Cash Flow (Current) (1 of 4)

Fields

FFY - The Federal Fiscal Year uniquely identifies the year and record. This field is mandatory.

Month - The month associated with the Federal Fiscal Year for which the record is applicable. This field is display only.

Food Cost and Rebates:

Redemption Participation - The monthly redemption participation. This field is display only.

Pre Rebate Food Cost - The food cost for the month excluding rebate recovery. This field is display only.

Rebate Invoiced - The dollar amount that appears on the invoice sent from the WIC Program to the manufacturer. This field is display only.

Post Rebate Food Cost - The food cost for the month including rebate recovery. This field is display only.

Food Cost Analysis:

Oblig. Month - Food Fund Costs from food instruments that are redeemed in the month they became obligations. This field is display only.

Radio Button(s)

Actuals/Estimates - Allows the user to display Actuals for any months where they exist and show estimates for all other months. If no Actuals exist, the same information is displayed for both Estimates and Actuals. This is the default.

Estimates - Allow the user to display estimates only.

Figure 12 - Cash Flow (Current) (2 of 4)

Fields

Oblig. Month + 1 - Food Fund Costs from food instruments that are obligated or paid one month after they became obligations. This field is display only.

Oblig. Month + 2 - Food Fund Costs from food instruments that are obligated or paid two months after they became obligations. This field is display only.

Total for Fiscal Month - Food Fund Costs from all food instruments that are obligated or paid during a federal fund month. This field is display only.

Agg. Amt. - Sum of Food Fund Costs from all food instruments that are Year-to-Date (obligated or paid up to and including the associated federal fund month). This field is display only.

Figure 13 - Cash Flow (Current) (3 of 4)

Fields

Rebate Recovery Analysis:

Oblig. Month - Rebate income from food instruments redeemed in the same month they became obligations. This field is display only.

Oblig. Month + 1 - Rebate income from food instruments redeemed one month after they became obligations. This field is display only.

Oblig. Month + 2 - Rebate income from food instruments redeemed two months after they became obligations. This field is display only.

Total for Fiscal Month - Rebate income from all food instruments that were redeemed in the associated fund month. This field is display only.

Agg. Amt. - Sum of rebate income from all food instruments that are Year-to-date (obligated or paid up to and including the associated federal fund month). This field is display only.

Figure 14 - Cash Flow (Current) (4 of 4)

Fields

Summary Analysis:

Net Food Cost - The net food cost is calculated for each month by subtracting the rebate recovery from the food cost for the fiscal month. This field is display only.

Agg. Net Food Cost - The year-to-date Net Food Cost. This field is display only.

Net Cash Balance - Year-to-date balance after subtracting the Agg. Net Food Cost. This field is display only.

Net Fund Balance - Year-to-date fund balance after subtracting the Agg. Net Food Cost. This field is display only.

Figure 15 - Cash Flow (Current) Budget pop up (1 of 6)

Fields

Budget Window:

Month - The month associated with the Federal Fiscal Year for which the record is applicable. Double-clicking on this field displays the Monthly Category Factors window, if the Fiscal Year is managed by category.

Closed Out Flag - Allows the user to close out a fiscal month. This field is mandatory and defaults to 'NO.'

Participation:

Est. Issue - The estimated monthly issuance participation. This field can be user-entered or calculated from the est. typical redemption factor and estimated redemption participation. This field is display only when managed by category and optional when not managed by category.

Est. Typical Redemption Factor - The estimated monthly redemption factor. This field is display only when managed by category and optional when not managed by category.

Actual Redemption Factor - A calculated amount determined from the most recent closed out (actual) Food Instrument data for a three-month period and represents a probability that a food instrument will actually be redeemed. This factor is determined by dividing FIs Redeemed by FIs Provided to participants for the period of interest. This field is calculated.

Est. Redemption - The estimated issue multiplied by the estimated typical redemption factor.

FFY - The Federal Fiscal Year for which information is displayed. This field is display only.

Push Button(s)

Recalc. Issue Factor - Allows the user to recalculate the issue factor for each category.

OK - Returns the user to the Cashflow window.

Figure 16 - Cash Flow (Current) Budget pop up (2 of 6)

Fields

Actual Redemption - The actual redemption factor for the month. This field is display only.

Pre Rebate Fpkg Cost:

Est. - The estimated pre rebate food package cost. This field is display only when managed by category and optional when not managed by category.

Actual - The actual pre rebate food package cost for the month. This field is display only.

Monthly Fpkg Inflation Factor:

Est. - The estimated food package inflation factor for the month. This field is display only and will be recalculated if the estimated pre rebate food package cost is changed.

Actual - The actual food package inflation factor for the month. This field is display only.

Figure 17 - Cash Flow (Current) Budget pop-up (3 of 6)

Fields

Rebate Per Participant:

Est. - The estimated rebate per participant for the month. This field is display only when managed by category and optional when not managed by category.

Actual - The actual rebate per participant for the month. This field is display only.

Post Rebate Fpkg Cost:

Est. - The estimated food package cost after rebates. This field is display only.

Actual - The actual food package cost after rebates. This field is display only.

Fund Use Factor:

Est. Month 0 - The decimal factor that represents the likelihood that a food instrument will be redeemed in the same month that it became an obligation. This field is optional.

Actual Month 0 - The actual fund use factor for the month. This field is display only.

Est. Month 1 - The decimal factor that represents the likelihood that a food instrument will be redeemed in the first month following the month that it became an obligation. This field is optional.

Figure 18 - Cash Flow (Current) Budget pop up (4 of 6)

Fields

Actual Month 1 - The actual fund use factor for food instruments redeemed in the month after they became obligations. This field is display only.

Est. Month 2 - The decimal factor that represents the likelihood that a food instrument will be redeemed in the second month following the month that it became an obligation. This field is optional.

Actual Month 2 - The actual fund use factor for food instruments redeemed in the month after they became obligations. This field is display only.

Figure 19 - Cash Flow (Current) Budget pop up (5 of 6)

Pre Rebate Food Cost:

Fields

Est. - The estimated food cost for the month prior to rebates. This field is display only.

Actual - The actual food cost for the month prior to rebates. This field is display only.

Rebate Recovery:

Est. - The estimated amount of recovery from rebates for the month. This field is display only.

Actual - The actual food cost for the month prior to rebates. This field is display only.

Rebate Recovery.

Figure 20 – Cash Flow (Current) (6 of 6)

Fields

Post Rebate Food Cost:

Est. - The estimated food cost for the month including rebate recovery. This field is display only.

Actual - The actual food cost for the month including rebate recovery. This field is display only.

Comment - User-entered remarks and notes. This field is optional.

Figure 21 – Cash Flow (Current) Monthly Category Budget Pop up (1 of 2)

Fields

Monthly Category Budget:

Category - The category code for which monthly factor information is entered. This field is display only.

Participation:

Est. Issue - The estimated monthly issuance participation for the category. This field can be user entered or calculated from typical redemption factor and redemption participation. This field is optional.

Total Issue Factor - This is the factor of the total issuance that the category has. This field is display only.

Est. Typical Redemption Factor - The estimated monthly redemption factor for the category. This field is optional.

Actual Participation Factor - The actual monthly redemption factor for the category. This field is display only.

Est. Redemption - The estimated monthly redemption participation for the category. This field can be user entered or calculated from issuance participation and typical redemption factor. This field is optional.

Figure 22 – Cash Flow (Current) Monthly Category Budget Pop-up (2 of 2)

Fields

Actual Redemption - The actual monthly redemption participation for the category. This field is display only.

Pre Rebate Fpkg Cost:

Est. - The estimated food package cost for the category. This field is optional.

Actual - The actual food package cost for the category. This field is display only.

Rebate Per Participant:

Est. - The estimated rebate per participant in the category. This field is optional.

Actual - The actual rebate per participant in the category. This field is display only.

Comment - User-entered remarks and notes. This field is optional.

Total Issuance - The total issuance participation for all categories. This field is display only.

FFY - The Federal Fiscal Year for which information is displayed. This field is display only.

Month - The Federal Fiscal Month for which information is displayed. This field is display only.

Push Button(s)

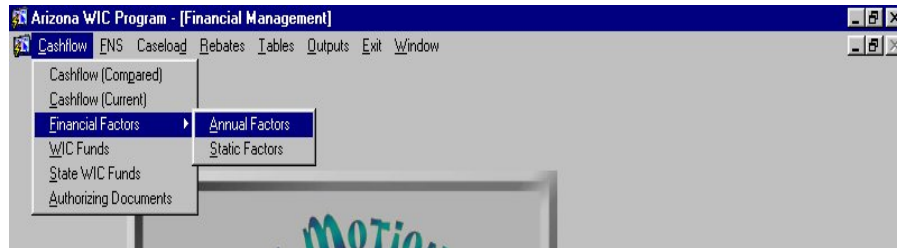
Recalc. Issue Factor - Allows the user to recalculate the issue factor for each category.

OK - Returns the user to the budget window.

Maintain Annual Factors

To Maintain Annual Factors:

1. Click Cashflow on the Financial Management main menu.
2. Click Financial Factors.
3. Click Annual Factors as shown below:



The Annual Factors Window is displayed:

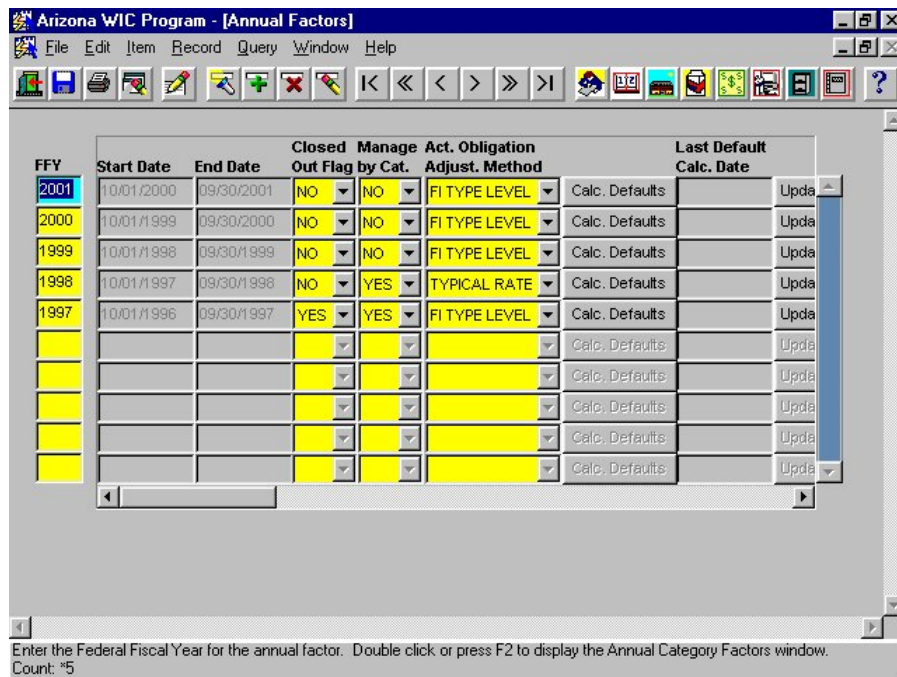
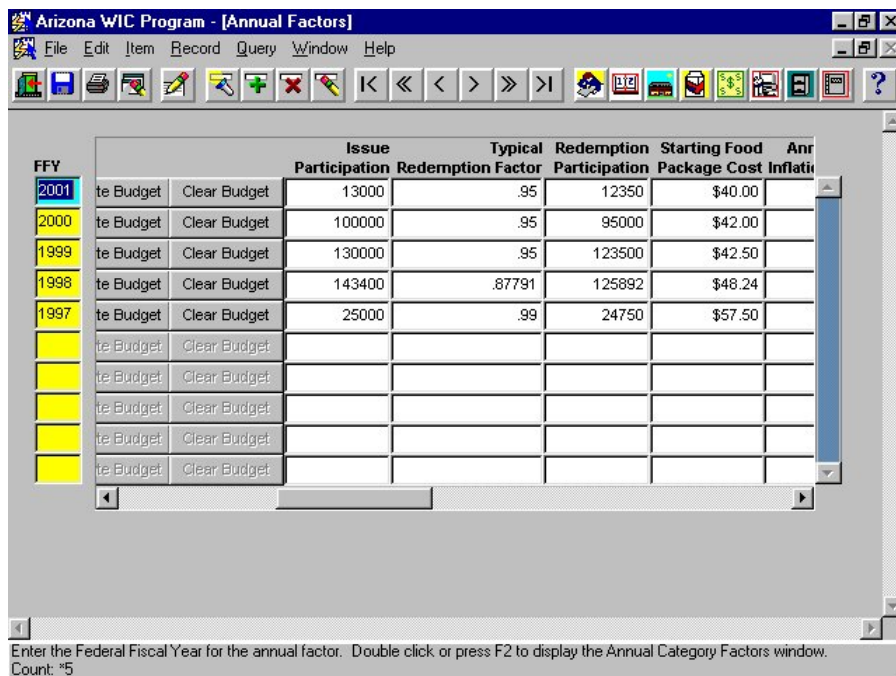


Figure 23 - Financial Factors - Annual Factors (1 of 4)



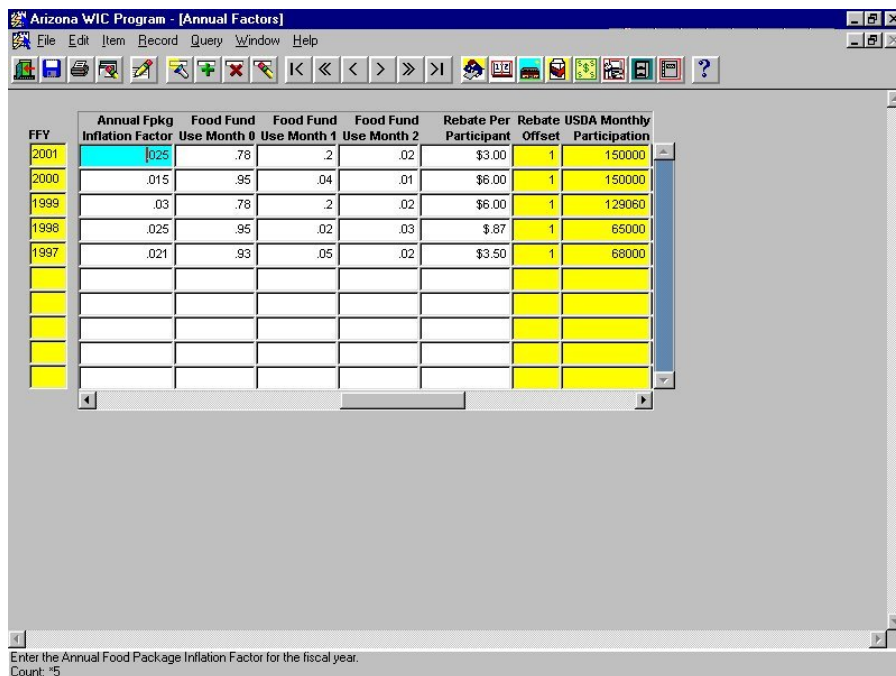
Arizona WIC Program - [Annual Factors]

File Edit Item Record Query Window Help

FFY	Issue Participation	Typical Redemption Factor	Redemption Participation	Starting Food Package Cost	Ann Inflation
2001	13000	.95	12350	\$40.00	
2000	100000	.95	95000	\$42.00	
1999	130000	.95	123500	\$42.50	
1998	143400	.87791	125892	\$48.24	
1997	25000	.99	24750	\$57.50	

Enter the Federal Fiscal Year for the annual factor. Double click or press F2 to display the Annual Category Factors window.
Count: *5

Figure 24 - Financial Factors - Annual Factors (2 of 4)



Arizona WIC Program - [Annual Factors]

File Edit Item Record Query Window Help

FFY	Annual Fpkg Inflation Factor	Food Fund Use Month 0	Food Fund Use Month 1	Food Fund Use Month 2	Rebate Per Participant	Rebate Offset	USDA Monthly Participation
2001	.025	.78	.2	.02	\$3.00	1	150000
2000	.015	.95	.04	.01	\$6.00	1	150000
1999	.03	.78	.2	.02	\$6.00	1	129060
1998	.025	.95	.02	.03	\$87	1	65000
1997	.021	.93	.05	.02	\$3.50	1	68000

Enter the Annual Food Package Inflation Factor for the fiscal year.
Count: *5

Figure 25 - Financial Factors - Annual Factors (3 of 4)

Arizona WIC Program - [Annual Factors]

FFY	Conversion Rate	Max % F. Grant Carry Forward	Max % S. Grant Carry Forward	LOC Number	Comment
2001	\$12.25	.01		55-88-7957	
2000	\$12.25	.01		12-51-1003	
1999	\$12.16	.01		12-12-4567	
1998	\$12.50	.02		56-16-5111	
1997	\$12.75	.01		15-21-5996	

Enter the Conversion Rate for the fiscal year.
Count: *5

Figure 26 - Financial Factors - Annual Factors (4 of 4)

Arizona WIC Program - [Annual Factors]

FFY	Category	Issue Participation	Total Issue Factor	Typical Redemption Factor	Redemption Participation	Food Package Cost
2001						
2000						
1999						
1998	C1	10000	.06974	.9	9000	\$47.30
1997	C2	3200	.02232	.91	2912	\$45.00
	C3	5000	.03487	.88	4400	\$42.50
	C4	2200	.01534	.9	1980	\$41.30
	EN		0.			

Total Issuance: 143400 FFY: 1998 Recalc. Issue Factor OK

Figure 27 - Financial Factors - Annual Category Factors (1 of 2)

FFY	Category	Rebate per Participant	Comment
1998	C1	\$0.00	
1998	C2	\$0.00	
1998	C3	\$0.00	
1998	C4	\$0.00	
1998	EN		

Total Issuance: 143400 FFY: 1998 Recalc. Issue Factor OK

Enter the Rebate per Participant for the category.
Count: *11

Figure 28 - Financial Factors - Annual Category Factors (2 of 2)

Create Annual Factors for a Fiscal Year not Managed by Category

1. In the FFY field, enter the year for which the factors are being created.
2. TAB to the Closed Out Flag field and select "Yes" or "No" for the fiscal year closed out or not. This field is mandatory and the default is "No." The System automatically calculates and displays the Start Date and End Date fields.
3. TAB to the Manage by Cat. field and select the status. This field is mandatory and the default is "No."
4. TAB to the Act. Obligation Adjust. Method and select the method from the drop-down list. This field is mandatory and the default is "FI Type Level."
5. TAB to the Calc. Defaults push button. Clicking this button updates the calculated fields that have default values for the FFY based upon the previous year's data.
6. The System automatically enters the Last Default Calc. Date based on the most recent date the Calc. Defaults push button was clicked. This is display only.
7. TAB to the Update Budget push button. Clicking this button updates the calculated value of fields in current and future months that have a null value.
8. TAB to the Clear Budget push button. Clicking this button sets estimated current and future months to null so that the budget can be updated.
9. TAB to the Issue Participation field and enter the number of monthly participants for the fiscal year.
10. TAB to the Typical Redemption Factor field. The System calculates this factor, but the user may update it.
11. TAB to the Redemption Participation field. The System calculates this factor, but the user may update it.
12. TAB to the Starting Food Package Cost field. The System calculates this factor, but the user may update it.
13. TAB to the Annual Fpkg Inflation Factor field. The System calculates this factor, but the user may update it.

14. TAB to the Food Fund Use Month 0 field and update, if desired.
15. TAB to the Food Fund Use Month 1 field and update, if desired.
16. TAB to the Food Fund Use Month 2 field and update, if desired.
17. TAB to the Rebate per Participant field and update, if desired.
18. TAB to the Rebate Offset field and enter the number of months it takes for a manufacturer to pay their rebate invoice (either 1 or 2).
19. TAB to the USDA Monthly Participation field and enter the USDA-defined monthly participation rate.
20. TAB to the Conversion Rate field and enter the dollar amount that is authorized for conversion from Food Funds to Administrative Funds on a per participant basis when the conversion threshold is reached.
21. TAB to the Max. %F. Grant Carry Forward field and enter the percentage of the total Federal funding that can be carried over into the next fiscal year.
22. TAB to the Max. %S. Grant Carry Forward field and enter the percentage of the total State funding that can be carried over into the next fiscal year.
23. TAB to the LOC Number field and enter the letter of credit number
24. TAB to the Comment field and enter any comments.
25. Click the Save icon to save this information.

Create Annual Factors for a Fiscal Year Managed by Category

1. In the FFY field, enter the year for which the factors are being created.
2. TAB to the closed out flag field and select "Yes" or "No" for the fiscal year closed out or not. This field is mandatory and the default is "No." The System calculates and displays the Start Date and End Date for the fiscal year.
3. TAB to the Manage by Cat. Field and select the status "Yes" to manage by category.
4. Since the Fiscal Year is to be managed by category, press the F2 button or double click on the FFY field to access the Annual Category Factors pop-up window.
5. The Category field displays the categories as defined in the base table
6. Enter the monthly participation for each category in the corresponding Issue Participation field. You can modify this field or the System calculates it from Typical Redemption Factor and Redemption Participation.
7. The Total Issue Factor field is displayed by the System. This is the factor of the total issuance for a given category.
8. TAB to the Typical Redemption Factor field. This is calculated the same way as the Typical Redemption Factor on the Annual Factors window. In this pop-up, it is determined by each category type.
9. TAB to the Redemption Participation field and enter the number of participants per category who redeem food instruments on a monthly basis for a fiscal year.
10. TAB to the Food Package Cost field and enter the dollar amount corresponding to the food package cost per participant within each category.
11. TAB to Rebate per Participant field. This is calculated the same as the related field on the Annual Factors window but determined for each category type.
12. TAB to the Comment field and enter any applicable comments.
13. Press the Recalc. Issue Factor push button to recalculate the issue factors for a category.
14. The Total Issuance field displays the total issuance for all categories.
15. The FFY field displays the Federal Fiscal Year for which information is displayed.
16. Press the OK push button to return to the Annual Factors window.

17. TAB to the Act. Obligation Adjust. Method and select the method from the drop-down list. The default is "FI Type Level."
18. TAB to the Calc. Defaults push button. Clicking this button updates the calculated fields that have default values for the FFY based upon the previous year's data.
19. The System automatically enters the Last Default Calc. Date based upon the most recent date the Calc. Defaults push button was clicked.
20. TAB to the Update Budget push button. Clicking this button updates the calculated value of fields in current and future months that have a null value.
21. TAB to the Clear Budget push button. Clicking this button sets estimated current and future months to null so that the budget can be updated.
22. The System displays the following fields, which cannot be updated when the fiscal year is managed by category: Issue Participation, Typical Redemption Factor, Redemption Participation, and Starting Food Package Cost.
23. TAB to the Annual Fpkg Inflation Factor field and update, if desired. This is entered as a percentage.
24. TAB to the Food Fund Use Month 0 field and update, if desired.
25. TAB to the Food Fund Use Month 1 field and update, if desired.
26. TAB to the Food Fund Use Month 2 field and update, if desired.
27. The Rebate Per Participant is displayed here based on information entered in the category window.
28. TAB to the Rebate Offset field and enter the number of months it takes for a manufacturer to pay their invoice (either 1 or 2).
29. TAB to the USDA Monthly Participation field and enter the USDA-defined monthly participation rate.
30. TAB to the Conversion Rate field and enter the dollar amount that is authorized for conversion from Food Funds to Administrative Funds on a per participant basis when the conversion threshold is reached.
31. TAB to the Max % F. Grant Carry Forward field and enter the percentage of the total Federal funding that can be carried over into the next fiscal year.
32. TAB to the Max % S. Grant Carry Forward field and enter the percentage of the total State funding that can be carried over into the next fiscal year.
33. TAB to the LOC Number field and enter the letter of credit number.
34. TAB to the Comment field and enter any applicable comments.
35. Click the Save icon to save this information.

Update the Budget Based on Revised Information

1. Enter in the revised factors on the Annual Factors window.
2. Click on Clear Budget button.
3. Click on Update Budget button.
4. Click the Save icon to save this revised information.

Figure 23 - Financial Factors - Annual Factors (1 of 4)Fields

FFY - Federal Fiscal Year - Uniquely identifies this year and record. The user has the ability to maintain the factor information by category or by overall participation. Double clicking on this field displays the Category Fact window. This field is mandatory.

Start Date - The date that marks the beginning of the fiscal year. This field is display only and is calculated from the year entered.

End Date - The date that marks the end of the fiscal year. This field is display only and is calculated from the year entered.

Closed Out Flag - Allows the user to close out a fiscal year. This field is mandatory and defaults to 'NO.'

Manage by Cat. - Indicates if the fiscal year is managed by category. This field is mandatory and defaults to "No."

Act. Obligation Adjust. Method - The method used to adjust the actual obligation in the cashflow function. This field is mandatory and defaults to 'FI Type Level.'

Last Default Calc. Date - The date defaults were last calculated. This field is display only.

Push Button(s)

Calc. Defaults - Calculates default values for a FFY based upon previous years data.

Figure 24 - Financial Factors - Annual Factors (2 of 4)

Fields

Issue Participation - The estimated monthly issuance participation. This field can be user-entered or calculated from typical redemption factor and redemption participation. This field is display only when Manage By category is 'YES' and optional when Manage by Category is "No."

Typical Redemption Factor - The estimated monthly redemption factor. This field is display only when Manage by Category is 'YES' and optional when Manage by Category is "No."

Redemption Participation - The estimated monthly redemption participation. This field can be user-entered or calculated from issue participation and typical redemption factor. This field is display only when Manage by Category is "Yes" and optional when Manage by Category is "No."

Starting Food Package Cost - The starting food package cost. This field is display only when Manage by Category is "Yes" and optional when Manage by Category is "No."

Push Button(s)

Update Budget - Updates an existing FFY budget value, which in turn updates the Cashflow Spreadsheet for Actual/Estimates and Estimates.

Clear Budget - Clears an existing FFY budget, which in turn updates the Cashflow Spreadsheet for Actual/Estimates and Estimates.

Figure 25 - Financial Factors - Annual Factors (3 of 4)

Fields

Annual Fpkg Inflation Factor - This is a decimal factor that is calculated from the most recent closed out (actual) food instrument data for a twelve-month period used to calculate the actual food package inflation factor. Subsequent to creation, this data element can be changed by the user. This field is optional.

Food Fund Use Month 0 - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the same month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for

a three-month period. Subsequent to creation the user can change this data element. This field is optional.

Food Fund Use Month 1 - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the first month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three-month period. Subsequent to creation the user can change this data element. This field is optional.

Food Fund Use Month 2 - The decimal factor that represents the likelihood that a Food Instrument will be redeemed in the second month that it became an obligation. The default value for these elements is determined from the most recent closed out (actual) food instrument data for a three-month period. Subsequent to creation the user can change this data element. This field is optional.

Rebate Per Participant - This element defaults at creation to a calculated amount determined from the most recent closed out (actual) Food Instrument data for a three-month period. This is determined by dividing the rebates received/billed during this period by the number of participants. Subsequent to creation the user can change this data element. This field is display only when Manage by Category is 'YES' and optional when Manage by Category is "No."

Rebate Offset - The number of months to offset anticipated rebate recovery from the month in which rebates were billed. This field is mandatory and defaults to 1.

USDA Monthly Participation. - This is a user-input number that represents a threshold for participation that if achieved at any time during a fund month enables conversion of Food Funds to Administrative Funds at a specified dollar amount per participant above this threshold level. This field is mandatory.

Figure 26 - Financial Factors - Annual Factors (4 of 4)

Fields

Conversion Rate - This is the user-input dollar amount that is authorized to be converted from Food Funds to Administrative Funds on a per participant basis when the conversion threshold is reached. This field is mandatory.

Max % F. Grant Carry Forward - Identifies a maximum decimal factor (percent) of the total Federal funding provided that can be carried forward into a subsequent Federal Fiscal Year. This field is mandatory.

Max % S. Grant Carry Forward - Identifies a maximum decimal factor (percent) of the total State funding provided that can be carried forward into a subsequent Federal Fiscal Year. This field is optional.

LOC Number - The LOC Number for the fiscal year. This field is mandatory.

Comment - User entered remark and notes. This field is optional.

Figure 27 - Financial Factors - Annual Category Factors (1 of 2)

Fields

Category – The categories as they are defined in the category base table in the Enrollment and Certification module. This field is display only.

Issue Participation - The estimated monthly issuance participation for the category. This field can be user-entered or calculated from Typical Redemption Factor and Redemption Participation. This field is optional.

Total Issue Factor - This is the factor of the total issuance for the category. This field is display only.

Typical Redemption Factor - The estimated monthly redemption factor for the category. This field is optional.

Redemption Participation - The estimated monthly redemption participation for the category. This field can be user-entered or calculated from Issue Participation and Typical Redemption Factor. This field is optional.

Food Package Cost - The food package cost for the category. This field is optional.

Total Issuance - The total issuance participation for all categories. This field is display only.

FFY - The fiscal year for which information is displayed.

Push Button(s)

Recalc. Issue Factor - Recalculates the issue factors for a category.

OK - Returns the user to the annual factor window.

Figure 28 - Financial Factors - Annual Category Factors (2 of 2)

Fields

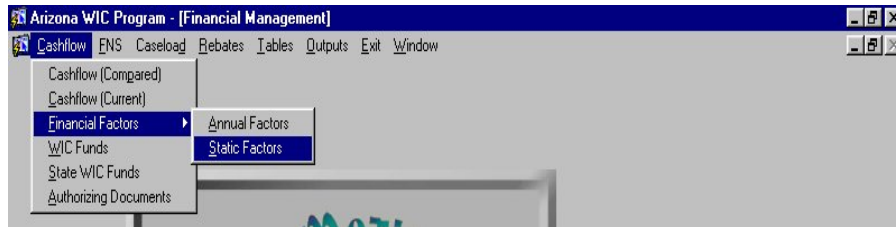
Rebate Per Participant - The rebate per participant in the category. This field is optional.

Comment – User-entered remark and notes. This field is optional.

Maintain Static Factors

To Maintain Static Factors:

1. Click Cashflow on the Financial Management main menu.
2. Click Financial Factors.
3. Click Static Factors as shown below:



The Static Factors Window is displayed:

A screenshot of the 'Arizona WIC Program - [Static Factors]' application window. The window has a menu bar (File, Edit, Item, Record, Query, Window, Help) and a toolbar. The 'General' section contains fields for 'State ID Number', 'State Description', 'Accounting Basis' (set to 'ACCRUAL'), 'Password Expiration Period', 'MS Word Document Directory', and a 'Comment' text area. The 'Rebate' section contains fields for 'Invoice Delinquent After (days)' and 'Enable Divisibility Reporting?'. A 'Next Page' button is at the bottom right. A status bar at the bottom reads: 'Enter the days after the date sent to the rebate manufacturer, after which the invoice is considered delinquent. Count: *0'.

Figure 29 - Static Factors (1 of 3)

Arizona WIC Program - [Static Factors]

File Edit Item Record Query Window Help

Food Instrument Criteria

Spend Period:		Redemption Period:	
State Date Period:		Max # of Instruments:	
Revalid State Perd:		Max FI Amt - Excpn:	
Max FI Amt - Std:		Target Percentage:	
Pick Up Flag:	Yes	Tolrnce in FI # prntng:	
Custom Flag:	Yes	Enrollment Price Index %:	
Small Clinic FI's:		Replenish %/Paper Box:	
Med Clinic FI's:		# FI's /Paper Box:	
Large Clinic FI's:		# FI's /Toner Cartrdg:	
Repl %/Toner:		Flag FI %:	

Previous Page Next Page

Enter the goal as a percentage for the utilization (consumption) of food grant moneys.
Count: *0

Figure 30 - Static Factors (2 of 3)

Arizona WIC Program - [Static Factors]

File Edit Item Record Query Window Help

Wait List Criteria

Wait List Period:	
Wait List Contacts:	
Wait List Response:	

Income Criteria

Maximum Income Qualification Records:	
---------------------------------------	--

Previous Page

Enter the minimum number of contacts to permit deactivation from the wait list.
Count: *0

Figure 31 - Static Factors (3 of 3)

Financial Factor – Static

1. Type the FNS Assigned State Identification Number in the State ID Number field.
2. TAB to the State Description field and type the name of the state. This name is what appears on reports throughout the System.
3. TAB to the Accounting Basis field and select “Cash” or “Accrual” from the drop-down list.
4. TAB to the Password Expiration Period field and type the number of days that a password is valid in the Security screen of System Administration.
5. TAB to the MS Word Document Directory field and type the computer path to the directory for the forms that are printed in the Certification and Vendor Modules.
6. You may optionally type any applicable comments in the Comment box.
7. Click in the Invoice Delinquent After (days) field and type the time period in days during which a rebate invoice can be paid before it is considered delinquent.
8. TAB to the Enable Divisibility Reporting? field and enter “Yes” or “No”. If “Yes” is selected, divisibility is active for rebate reporting. This means if the price paid does not divide by the number of items on a food instrument, it is considered questionable and is included on the divisibility reports.
9. Click the Next Page push button to move to the second screen in the Static Factors window.
10. Type the number of days that a Food Instrument can be used by a participant to purchase products from a WIC vendor in the Spend Period field. This field is used to determine the End Date printed on the Food Instruments.
11. TAB to the Redemption Period field and enter the number of days from the first day to use that a vendor has to submit a Food Instrument for payment. After the Redemption Period ends, the System automatically voids any unredeemed Food Instruments.
12. TAB to the Stale Date Period field and enter the number of days a Food Instrument can be used for any purpose. After this time period passes, the System voids the Food Instrument and it becomes de-obligated.
13. TAB to the Max # of Instruments field and enter the maximum number of food instruments permitted in a food package.
14. TAB to the Revalid Stale Perd field and enter the number of days a revalidated Food Instrument can be used for any purpose. After this time period passes, the System voids the revalidated Food Instrument and it becomes de-obligated.
15. TAB to the Max FI Amt-Excptn field and enter the maximum dollar amount for which Food Instruments considered exceptional (such as formulas) can be redeemed.
16. TAB to the Max FI Amt-Std field and enter the standard maximum dollar amount for which a food instrument can be redeemed.
17. TAB to the Target Percentage field and enter the number representing the goal percentage of the WIC Food Grant money to be used each month.
18. TAB to the Pick Up Flag field and select “Yes” or “No.” If “Yes” is selected, you are allowed to prorate the food package for those clients who pick up their food prescriptions after the first date to use has passed.
19. TAB to the Tolrnce in FI # Prntng field and enter the allowable difference between paper on hand and serial numbers produced.
20. TAB to the Custom Flag field and select “yes” or “no” to designate whether or not statewide food package tailoring is allowed.
21. TAB to the Enrollment Price Index % field and enter the number representing the maximum percentage allowed for a vendor to exceed the average vendor food prices and still be allowed to participate in the WIC Program.

22. TAB to the Small Clinic FIs field and enter the minimum number of FI serial numbers assigned to small clinics for printing.
23. TAB to the Replenish %/Paper Box field and enter the number representing the percentage of FIs printed at which FI paper should be reordered.
24. TAB to the Med Clinic FIs field and enter the minimum number of FI serial numbers assigned to medium-sized clinics.
25. TAB to the #FIs/Paper Box field and enter the number of FIs that can be printed from one box of FI paper.
26. TAB to the Large Clinic FIs field and enter the minimum number of FI serial numbers assigned to large-sized clinics.
27. TAB to the #FIs/Toner Cartrdg field and enter the number of FIs that can be printed using one toner cartridge.
28. TAB to the Repl%/Toner field and enter the number representing the percentage of FIs printed at which the toner cartridge should be replaced.
29. TAB to the Flag FI% field and enter the number representing the percentage threshold for flagging vendors who exceed the norm in redemption amounts for FIs.
30. Press the Next Page push button to move to the third screen in the Static Factors window.
31. In the Wait List Period field, type the maximum number of days that an applicant remains active on the wait list before the System automatically changes their status to inactive.
32. TAB to the Wait List Contacts field and enter the minimum number of contact attempts that must be made to notify an applicant that an opportunity to provide service is available before the applicant response is considered negative. If the number of contact attempts is less than the wait list contacts number, the applicant remains in active status on the wait list.
33. TAB to the Wait List Response field and enter the number of days that an applicant has to respond to a contact attempt by the WIC Program before the applicant response is considered negative.
34. Click in the Maximum Income Qualifications Records field and enter the number of members in a family to which the additional income amount per month per family member is applied.
35. Click the Save icon on the toolbar to save the data, if any changes were made.

Modify a Static Factor

1. TAB to the field to be modified.
2. Enter the new information into the field
3. Click on the Save icon to save this new information.

Figure 29 - Static Factors (1 of 3)

Fields

State ID Number - The unique State ID used in FNS reporting. This field is mandatory.

State Description - The unique state description. This name is what appears on reports throughout the System and is mandatory.

Accounting Basis - The basis of accounting; cash or accrual. This field is mandatory.

Password Expiration Period - The expiration period for passwords. This field is mandatory.

MS Word Document Directory - The directory where all MS word documents are kept. This field is mandatory.

Comment - Any comments about the general description are entered here. This field is optional.

Rebate:

Invoice Delinquent After (days) - The number of days after a rebate invoice has been generated, that it becomes delinquent for payment. This field is mandatory.

Enable Divisibility Reporting? – User enters “Yes” or “No”. If “Yes”, divisibility is active for rebate reporting. If the price paid does not divide by the number of items on a food instrument, it is considered questionable and is included on divisibility reports. This field is mandatory.

Push Button(s)

Next Page – Pressing this button brings the user to the second screen in the static factors window.

Figure 30 - Static Factors (2 of 3)

Fields

Spend Period - The number of days the user can spend the FI including the first date to use. This field is mandatory.

Redemption Period - The number of days the vendor can use in redeeming a FI. This includes the first date to use. This field is mandatory.

Stale Date Period - The number of days that a FI is viable. After the state date period, the FI is voided if not redeemed or previously voided. This field is mandatory.

Max # of Instruments - The maximum number of FIs that can be in a custom/standard food pattern. This field is mandatory.

Revalid Stale Perd – The number of days a FI can be used for any purpose, after this date the FI becomes void and is de-obligated. This date is used in place of the stale date period for revalidated FIs. This field is mandatory.

Max FI Amt - Exeption - The maximum value of a FI that contains special formula. This field is mandatory.

Max FI Amt – Std. - The normal maximum amount for which a FI is honored. This field is mandatory.

Target Percentage - The percentage of Food Funds that FNS expects the WIC Program to utilize. This field is mandatory.

Pick Up Flag – This allows the State to reduce food quantities for participants who pick up FIs after the first date to use. This field is mandatory.

Tolrnce in FI # Prntng – Intended to indicate or track differences between paper on hand and serial numbers produced. This field is mandatory.

Custom Flag – Allows the State to enforce whether or not package tailoring is allowed. This field is mandatory.

Enrollment Price Index % - The maximum percentage allowed for a vendor to be over the average vendor food prices and still participate in the WIC Program. This field is mandatory.

Small Clinic FIs – Minimum number of FI serial numbers assigned to small Local Agencies for the printing of Food Instruments. This field is mandatory.

Replenish %/Paper Box – After what percentage of FIs printed that paper needs to be reordered. This field is mandatory.

Med Clinic FIs – Minimum number of FI serial numbers assigned to medium sized Local Agencies for the printing of Food Instruments. This field is mandatory.

FIs/Paper Box – The number of FIs that should be able to be printed from one box of paper. This field is mandatory.

Large Clinic FIs – Minimum number of FI serial numbers assigned to large-sized Local Agencies for the printing of Food Instruments. This field is mandatory.

#FIs/Toner Cartrdg – The number of FIs that should be able to be printed from one toner cartridge. This field is mandatory.

Repl %/Toner – After what percentage of FIs that the toner needs to be replaced. This field is mandatory.

Flag FI % - This figure sets the threshold for flagging vendors who exceed this percentage of the norm in redemption amounts for FIs.

Push Button(s)

Previous Page – Pressing this button returns the user to the previous window.

Next Page – Pressing this button brings the user to the next window.

Figure 31 - Static Factors (3 of 3)

Fields

Wait List Criteria:

Wait List Period - The number of days a client can remain on the wait list. This field is mandatory.

Wait List Contacts - The number of client contacts that must be attempted before a wait-listed client can be removed from the list. This field is mandatory.

Wait List Response - The number of days that a client has to respond to a wait list contact. This field is mandatory.

Income Criteria:

Maximum Income Qualification Records – The number of members in a family to which the additional amount per month per family member is applied. This field is mandatory.

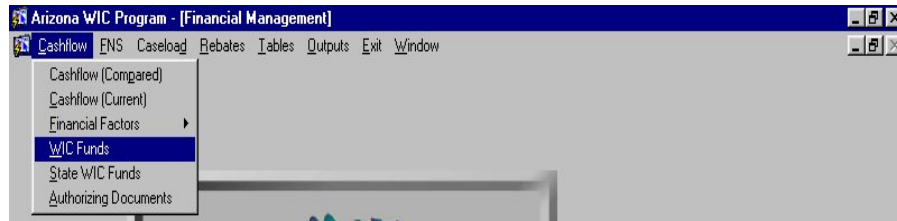
Push Button(s)

Previous Page - When pressed returns to the previous screen.

Maintain WIC Funds

To Maintain Federal WIC Funds:

1. Click Cashflow on the Financial Management main menu.
2. Click WIC Funds as shown below:



The Federal WIC Funds window is displayed:

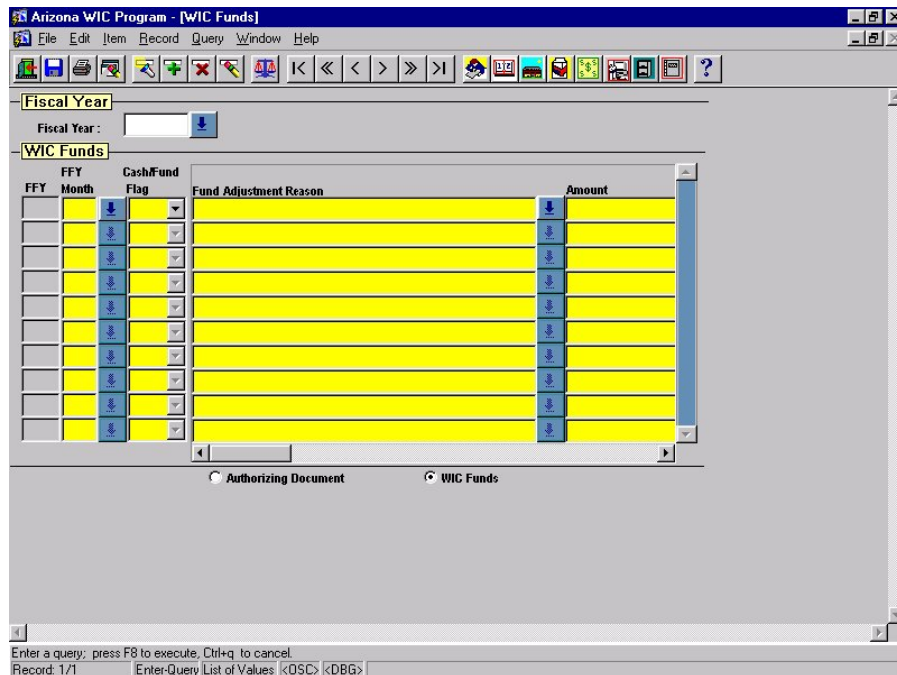


Figure 32 – Federal WIC Funds (1 of 5)

Arizona WIC Program - [WIC Funds]

File Edit Item Record Query Window Help

Fiscal Year: [Dropdown]

WIC Funds

FFY	Month	Cash#Fund Flag	Fund Source	Fund Use	Spreadtable ?

☐ Authorizing Document ☒ WIC Funds

Enter a query: press F8 to execute, Ctrl+q to cancel.
Record: 1/1 Enter-Query List of Values <OSC> <DBG>

Figure 33 – Federal WIC Funds (2 of 5)

Arizona WIC Program - [WIC Funds]

File Edit Item Record Query Window Help

Fiscal Year: [Dropdown]

WIC Funds

FFY	Month	Cash#Fund Flag	Other Year ?	Authorizing Document	Document Description

☐ Authorizing Document ☒ WIC Funds

Enter a query: press F8 to execute, Ctrl+q to cancel.
Record: 1/1 Enter-Query List of Values <OSC> <DBG>

Figure 34 – Federal WIC Funds (3 of 5)

The screenshot shows the 'Arizona WIC Program - [WIC Funds]' window. At the top, there is a menu bar with 'File', 'Edit', 'Item', 'Record', 'Query', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into two sections: 'Fiscal Year' and 'WIC Funds'. The 'Fiscal Year' section has a dropdown menu and a button. The 'WIC Funds' section contains a table with the following columns: 'FFY', 'Month', 'CashFund Flag', 'Document Type', 'Rebate Mfr. ID', and 'Rebate Manufacturers Name'. The table has 10 rows. Below the table, there are two radio buttons: 'Authorizing Document' and 'WIC Funds'. At the bottom, there is a status bar with the text 'Enter a query: press F8 to execute, Ctrl+q to cancel.' and 'Record: 1/1'.

Figure 35 – Federal WIC Funds (4 of 5)

The screenshot shows the 'Arizona WIC Program - [WIC Funds]' window. At the top, there is a menu bar with 'File', 'Edit', 'Item', 'Record', 'Query', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into two sections: 'Fiscal Year' and 'WIC Funds'. The 'Fiscal Year' section has a dropdown menu and a button. The 'WIC Funds' section contains a table with the following columns: 'FFY', 'Month', 'CashFund Flag', 'Year', 'Month', and 'Comment'. The table has 10 rows. Below the table, there are two radio buttons: 'Authorizing Document' and 'WIC Funds'. At the bottom, there is a status bar with the text 'Enter a query: press F8 to execute, Ctrl+q to cancel.' and 'Record: 1/1'.

Figure 36 – Federal WIC Funds (5 of 5)

Add a record to the Federal WIC funds

1. Select the Fiscal Year from the LOV and execute the query.
2. The System displays the FFY field.

3. TAB to the FFY Month field and select the month of the food fund adjustment from the LOV.
4. TAB to the Cash/Fund Flag field and select from the drop-down list whether the adjustment is to WIC Funds or Cash.
5. TAB to the Fund Adjustment Reason and select the reason for the adjustment from the LOV.
6. TAB to the Amount field and enter the dollar amount of the adjustment. *Note: The entered number amount should be a negative number (for example, -\$100).*
7. Once the Fund Adjustment Reason is entered, the System populates and displays the Fund Source, Fund Use, Spreadtable?, and Other Year? fields.
8. TAB to the Authorizing Document field and enter the ID number of the actual letter of credit from the Federal government that is entered in the Authorizing Document window.
9. The Fund Authorization Docs window must be completed prior to completion of this form.
10. Clicking on the Authorizing Documents radio button moves you directly to the Fund Authorizations Docs window. A separate section of this chapter explains how to complete the Fund Authorizations Docs window.
11. The System fills the Document Description field with the description of the document referenced in the Authorizing Document field.
12. The System fills the Document Type field with the description of the document type from the base table.
13. TAB to the Rebate Mfr. ID and select the rebate manufacturer referenced in the Authorizing Document field from the LOV.
14. The System fills the Rebate Manufacturers Name field corresponding to the selected Rebate Mfr. ID.
15. TAB to the Year field and select the year the document became active. The System automatically enters the Month the document became active.
16. TAB to the Comment field and enter any applicable comments.
17. Click the Save icon on the toolbar to save the data.

Delete a record from WIC funds

1. Enter a query or select from the LOV the fiscal year.
2. The radio button at the bottom of the window will default to the WIC Funds window.
3. Execute a query by pressing F8 or clicking on execute query from the drop down menu.
4. Place the cursor in the FFY field and click on the Remove Record icon to delete a record.
5. Click the Save icon to save this information.

Figure 32 – Federal WIC Funds (1 of 5)

Fields

Fiscal Year – The Federal Fiscal Year uniquely identifies the year and record and is used by the System to retrieve values to populate the WIC Federal Funds fields. This field is mandatory.

FFY - Federal Fiscal Year. This field is mandatory.

FFY Month - The month of the food fund adjustment. This field is mandatory.

Cash/Fund Flag – Indicates whether the adjustment is to WIC Funds or Cash. This field is mandatory.

Fund Adjustment Reason - Reason for the adjustment. This field is mandatory.

Amount - The amount of the adjustment can be positive or negative value. This field is mandatory.

Radio Button(s)

Authorizing Document - Selecting this radio button will activate the Authorizing Document window.

WIC Funds - Selecting this radio button will activate the WIC Funds window.

Figure 33 – Federal WIC Funds (2 of 5)

Fields

Fund Source – Source of funding. This field is display only.

Fund Use – What expenses the funds are to be allocated against. This field is display only.

Spreadtable? – Indicates whether to include amount in calculating the Cashflow spreadsheet. This field is display only.

Figure 34 – Federal WIC Funds (3 of 5)

Fields

Other Year? – Indicates whether the money from this fund impacts another Federal Fiscal Year. This field is display only.

Authorizing Document – ID number of the actual letter of credit from the Federal government that is entered in the authorizing document window. This field is optional.

Document Description – Identifies or describes the document referenced in the authorizing document field. This field is display only.

Figure 35 – Federal WIC Funds (4 of 5)

Fields

Document Type – Describes the document. This is display only.

Rebate Mfr. ID – Identifies or describes the rebate manufacturer referenced in the authorizing document field. This field is mandatory.

Rebate Manufacturers Name – Name of the manufacturer awarded the rebate contract. This field is display only.

Figure 36 – Federal WIC Funds (5 of 5)

Fields

Year – The year the document became active. This field is optional.

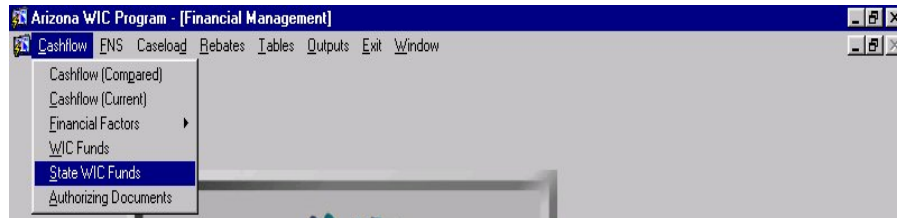
Month – The month the document became active. This field is optional.

Comment – This field is used to enter comments or remarks and is optional.

Maintain State WIC Funds

To Maintain State WIC Funds:

1. Click Cashflow on the Financial Management main menu.
2. Click State WIC Funds as shown below:



The State WIC Funds Window is displayed:

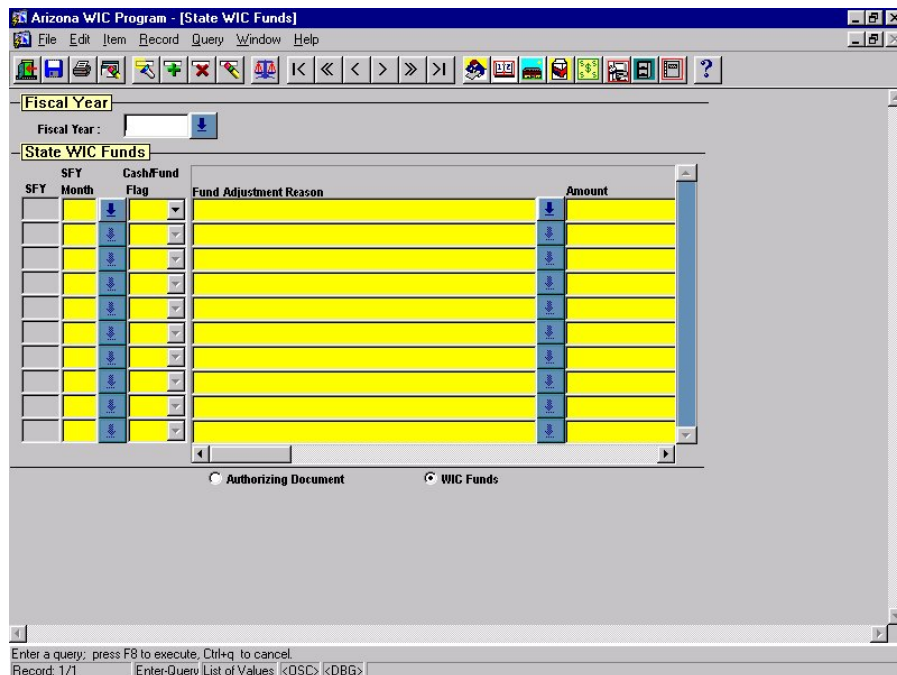


Figure 37 – WIC State Funds (1 of 5)

Arizona WIC Program - [State WIC Funds]

File Edit Item Record Query Window Help

Fiscal Year: [Dropdown]

State WIC Funds

SFY	Month	CashFund Flag	Fund Source	Fund Use	Spreadtable ?

☐ Authorizing Document ☒ WIC Funds

Enter a query: press F8 to execute, Ctrl+q to cancel.
Record: 1/1 Enter-Query List of Values <OSC> <DBG>

Figure 38 – WIC State Funds (2 of 5)

Arizona WIC Program - [State WIC Funds]

File Edit Item Record Query Window Help

Fiscal Year: [Dropdown]

State WIC Funds

SFY	Month	CashFund Flag	Other Year ?	Authorizing Document	Document Description

☐ Authorizing Document ☒ WIC Funds

Enter a query: press F8 to execute, Ctrl+q to cancel.
Record: 1/1 Enter-Query List of Values <OSC> <DBG>

Figure 39 – WIC State Funds (3 of 5)

Arizona WIC Program - [State WIC Funds]

File Edit Item Record Query Window Help

Fiscal Year: []

State WIC Funds

SFY	Month	CashFund Flag	Document Type	Rebate Mfr. ID	Rebate Manufacturers Name

☐ Authorizing Document ☒ WIC Funds

Enter a query: press F8 to execute, Ctrl+q to cancel.
Record: 1/1 Enter-Query List of Values <OSC> <DBG>

Figure 40 – WIC State Funds (4 of 5)

Arizona WIC Program - [State WIC Funds]

File Edit Item Record Query Window Help

Fiscal Year: []

State WIC Funds

SFY	Month	CashFund Flag	Year	Month	Comment

☐ Authorizing Document ☒ WIC Funds

Enter a query: press F8 to execute, Ctrl+q to cancel.
Record: 1/1 Enter-Query List of Values <OSC> <DBG>

Figure 41 – WIC State Funds (5 of 5)

Add a record to the State WIC funds

1. Select the Fiscal Year from the LOV and execute the query.
2. The System displays the SFY field.
3. TAB to the SFY Month field and select the month of the food fund adjustment from the LOV.
4. TAB to the Cash/Fund Flag field and select from the drop-down list whether the adjustment is to State WIC Funds or Cash.
5. TAB to the Fund Adjustment Reason and select the reason for the adjustment from the LOV.
6. TAB to the Amount field and enter the dollar amount of the adjustment. (*Note: The entered number amount should be a negative number (for example, -\$100.)*)
7. Once the Fund Adjustment Reason is entered, the System populates and displays the Fund Source, Fund Use, Spreadtable?, and Other Year? fields.
8. TAB to the Authorizing Document field and enter the ID number of the actual letter of credit from the State government that is entered in the Authorizing Document window.
9. The Fund Authorization Docs window must be completed prior to completion of this form
10. Clicking on the Authorizing Documents radio button moves you directly to the Fund Authorizations Docs window. A separate section of this chapter explains how to complete the Fund Authorizations Docs window.
11. The System fills the Document Description field with the description of the document referenced in the Authorizing Document field.
12. The System fills the Document Type field with the description of the document type from the base table.
13. TAB to the Rebate Mfr. ID and select the rebate manufacturer referenced in the Authorizing Document field from the LOV.
14. The System fills the Rebate Manufacturers Name field corresponding to the selected Rebate Mfr. ID.
15. TAB to the Year field and select the year the document became active. The System automatically enters the Month the document became active.
16. TAB to the Comment field and enter any applicable comments.
17. Click the Save icon on the toolbar to save the data.

Delete a record from State WIC funds

1. Enter a query or select from the LOV the fiscal year.
2. The radio button at the bottom of the window will default to the WIC Funds window.
3. Execute a query by pressing F8 or clicking on execute query from the drop down menu.
4. Place the cursor in the SFY field and click on the Remove Record icon to delete a record.
5. Click the Save icon to save this information.

Figure 37 – WIC State Funds (1 of 5)

Fields

Fiscal Year – The State Fiscal Year uniquely identifies the year and record and is used by the System to retrieve values to populate the WIC State Funds fields. This field is mandatory.

SFY - State Fiscal Year. This field is mandatory.

SFY Month - The month of the food fund adjustment. This field is mandatory.

Cash/Fund Flag – Indicates whether the adjustment is to State WIC Funds or State Cash. This field is mandatory.

Fund Adjustment Reason - Reason for the adjustment. This field is mandatory.

Amount - The amount of the adjustment can be positive or negative value. This field is mandatory.

Radio Button(s)

Authorizing Document - Selecting this radio button will activate the Authorizing Document window.

WIC Funds - Selecting this radio button will activate the WIC Funds window.

Figure 38 – WIC State Funds (2 of 5)

Fields

Fund Source – Source of funding. This field is display only.

Fund Use – What expenses the funds are to be allocated against. This field is display only.

Spreadtable? – Indicates whether to include amount in calculating the Cashflow spreadsheet. This field is display only.

Figure 39 – WIC State Funds (3 of 5)

Fields

Other Year? – Indicates whether the money from this fund impacts another Federal Fiscal Year. This field is display only.

Authorizing Document – ID number of the actual letter of credit from the Federal government that is entered in the authorizing document window. This field is optional.

Document Description – Identifies or describes the document referenced in the authorizing document field. This field is display only.

Figure 40 – WIC State Funds (4 of 5)

Fields

Document Type – Describes the document. This is display only.

Rebate Mfr. ID – Identifies or describes the rebate manufacturer referenced in the authorizing document field. This field is mandatory.

Rebate Manufacturers Name – Name of the manufacturer awarded the rebate contract. This field is display only.

Figure 41 – WIC State Funds (5 of 5)

Fields

Year – The year the document became active. This field is optional.

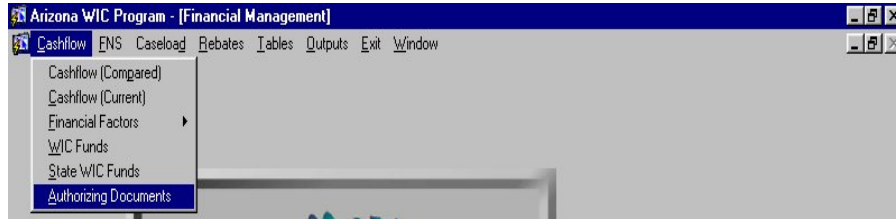
Month – The month the document became active. This field is optional.

Comment – This field is used to enter comments or remarks and is optional.

Maintain Fund Authorizations Documents

To Maintain Fund Authorizations Documents

1. Click Cashflow on the Financial Management main menu.
2. Click Authorizing Documents as shown below:



The Fund Authorizations Docs window is displayed:

Revision ID	Description	Date Received	Date Released

Figure 42 - Fund Authorization Docs

Record an Authorizing Document

1. Cancel the Query format.
2. Enter the Fiscal Year that uniquely identifies this record.
3. TAB to the Document Type field and select the type of document from the LOV.
4. TAB to the Original ID field and enter the document ID for the original authorizing document issued by the FNS.
5. TAB to the Date Received and enter the date that the document was received.
6. TAB to the Date Released and enter the date that the funds are released.

7. TAB to the Description field and enter the description that corresponds with this document type/document ID.
8. TAB to the Comment field and enter any applicable comments.
9. Click the Save icon to save this information.

Record a Revision to an Authorization Document

1. Select from the LOV the fiscal year you wish to create a revision document.
2. Execute a query by pressing F8 or clicking on the query execute menu from the drop down menu.
3. Place the cursor in the Revision ID field and enter the revision document ID number.
4. TAB to the Description field and enter the description of the revision.
5. TAB to the Date Received and enter the date the revision was received.
6. TAB to the Date Released field and enter the date that the funds are released.
7. Click on the Save icon to save this information.

View all Authorizing Documents and Revisions

1. From the WIC funds window, click the Authorizing Document radio button.
2. Select from the LOV the fiscal year to be viewed.
3. Execute a query by pressing F8 or clicking on the query execute menu from the drop down menu.
4. All recorded authorizing documents and revision records will be available.

Figure 42 - Fund Authorization Docs

Fields

Fiscal Year - The Federal Fiscal Year that uniquely identifies this year and record.

Document Type - The Allocation type for which the document was authorized.

Original ID - The original number under which the document was authorized.

Date Received - The date that the allocation documents were received.

Date Released - The date that the allocated funds became available.

Description - The area used to describe the authorized document.

Comment - This field is used to add any notations pertaining to the document

Revision ID - The revised number under which the document was authorized.

Description - The area used to describe the authorized document.

Date Received - The date that the allocation documents were received.

Date Released - The date that the allocated funds became available.

Radio Buttons

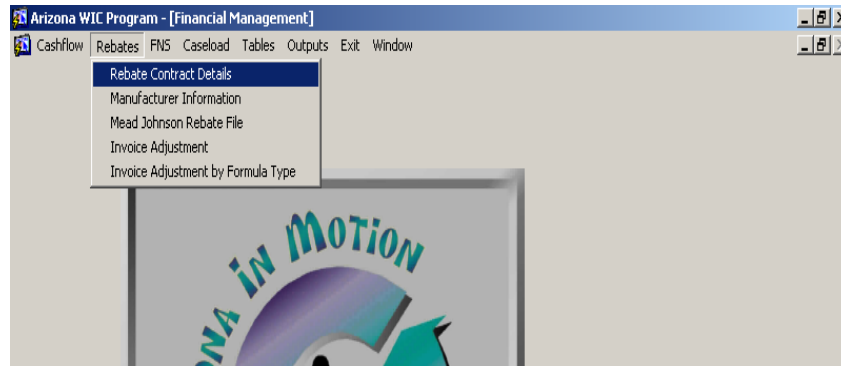
Authorizing Document – Selecting this radio button displays the Fund Authorizations Documents window.

WIC Funds – Selecting this radio button displays the Federal WIC Funds window.

Maintain Rebate Contract Details

To Maintain Rebate Contract Details:

1. Click Rebates on the Financial Management main menu.
2. Click Rebate Contract Details as shown:



The Rebate Contract Details window is displayed:

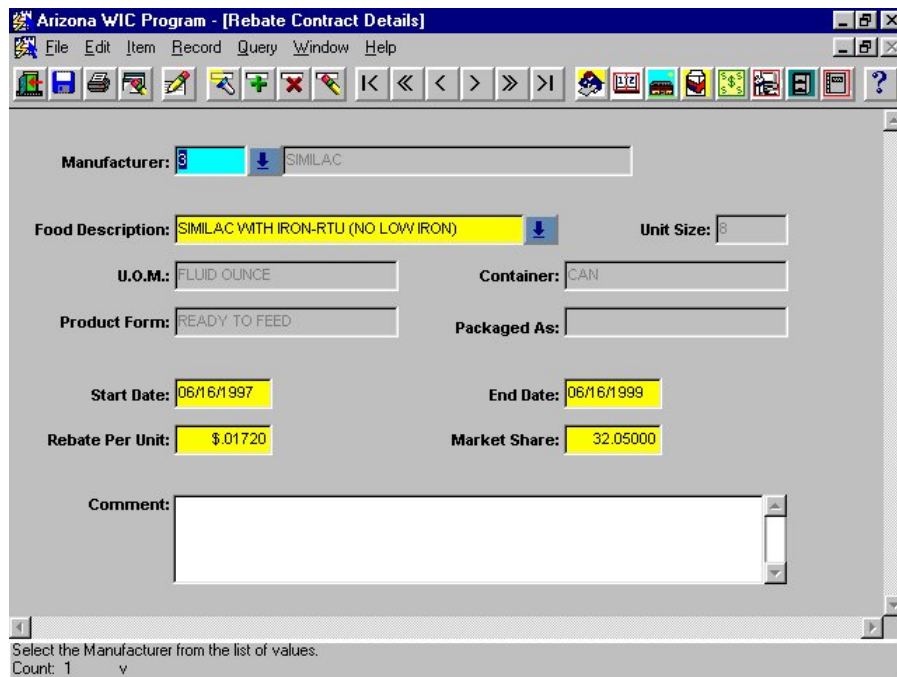


Figure 43 – Rebate Contract Details

Rebate Contract Details

1. Select the Manufacturer ID from the LOV. The System displays the Manufacturer name once the ID is entered or selected.

2. TAB to the Food Description field and select the food item from the LOV. The System displays the Unit Size, U.O.M, Container, Product Form, and Packaged As fields based on data input on the Food Groups window.
3. TAB to the Start Date field and enter the begin date of the rebate contract for this item.
4. TAB to the End Date field and enter the last date of the rebate contract for this item.
5. TAB to the Rebate per Unit field and enter the amount of money that the manufacturer agrees to pay as a rebate, on a container basis, for redemption of the Food Item described.
6. TAB to the Market Share field and enter the market share for this Food Item that this manufacturer agrees to pay rebate premiums. This field defaults to 100%.
7. TAB to the Comment field and enter any applicable comments.
8. Click the Save icon on the toolbar to save the data.

Figure 43 – Rebate Contract Details

Fields

Manufacturer - The manufacturer who is providing a rebate or WIC approved foods. This field can be user entered or selected from a list of values. This field is mandatory. The manufacturer name is also displayed.

Food Description - Clicking on the list of values button allows the user to select the food item to be assigned, or it can be entered manually. This field is mandatory.

Unit Size - This field identifies the size of the container associated with the Food Description selection. This field is display only.

U.O.M. - This field identifies the unit of measure associated with the Food Description selection. This field is display only.

Container - This field identifies the type of the container associated with the Food Description selection. This field is display only.

Product Form - This field identifies the format for the product associated with the Food Description selection. This field is display only.

Packaged As - Identifies the packaging for this item. This field is display only.

Start Date - The beginning date for Food Instrument issuance for which a food manufacturer has agreed to honor a rebate. This field is mandatory.

End Date - The last date for Food Instrument issuance for which a food manufacturer has agreed to honor a rebate. This field is mandatory.

Rebate per Unit - The amount of money that the food manufacturer has agreed to pay as a rebate, on a per container basis, for redemption of the Food Item described. This field is mandatory.

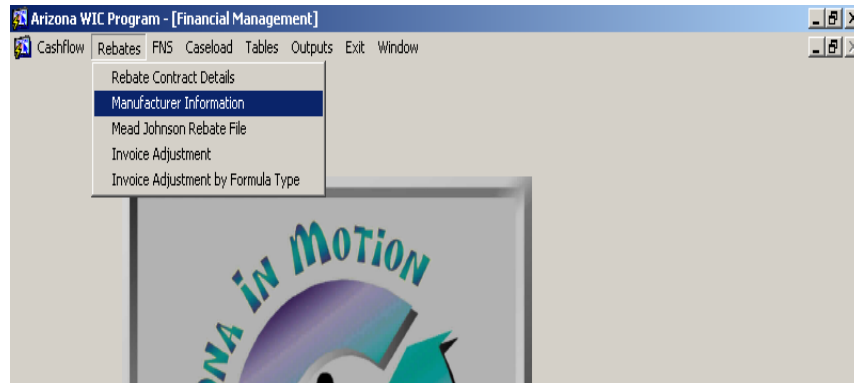
Market Share - The market share for this Food Item for which the manufacturer has agreed to pay rebate premiums. This field defaults to 100.00%. For items that are open market, this field has a value less than 100.00%. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Maintain Manufacturer Information

To Maintain Manufacturer Information:

1. Click Rebates on the Financial Management main menu.
2. Click Manufacturer Information as shown:



The Manufacturer Information window is displayed:

A screenshot of the 'Arizona WIC Program - [Manufacturer Information]' window. The window has a menu bar (File, Edit, Item, Record, Query, Window, Help) and a toolbar. It is divided into two main sections: 'Manufacturer' and 'Contact'.
Manufacturer Section:
- Mfr. ID: [text box]
- Mfr. Name: [text box]
- Fed. ID: [text box]
- Street 1: [text box]
- Street 2: [text box]
- City: [text box] [dropdown arrow]
- State: [dropdown menu]
- Zip: [text box] [dropdown arrow]
- Contract Start Date: [text box] End: [text box]
- Contract Extension Start: [text box] End: [text box]
- Comment: [text box]
Contact Section:
- A table with columns: Primary (checkbox), Phone (text box), Title (text box), Last Name (text box).
- There are five rows for contact information.
At the bottom, there is a status bar that says: 'Enter the second line of the manufacturer's Address. Count: *0'.

Figure 44 - Manufacturer Information (1 of 4)

This window is used to add or modify information about a manufacturer including address, primary contact, and phone number of contact.

Manufacturer

Mfr. ID: Mfr. Name: Fed. ID:

Street 1:

Street 2:

City:

State: Zip: -

Contract Start Date: End: Comment:

Contract Extension Start: End:

Contact

Primary	First Name	MI1	MI2
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the second line of the manufacturer's Address.
Count: *0

Figure 45 - Manufacturer Information (2 of 4)

Manufacturer

Mfr. ID: Mfr. Name: Fed. ID:

Street 1:

Street 2:

City:

State: Zip: -

Contract Start Date: End: Comment:

Contract Extension Start: End:

Contact

Primary	Address1	Address2
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Enter the second line of the manufacturer's Address.
Count: *0

Figure 46 - Manufacturer Information (3 of 4)

Manufacturer

Mfr. ID: Mfr. Name: Fed. ID:

Street 1:

Street 2:

City:

State: Zip:

Contract Start Date: End: Comment:

Contract Extension Start: End:

Contact

Primary	City	State	Zip5	Zip4	Comment
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the second line of the manufacturer's Address.
Count: *0

Figure 47 - Manufacturer Information (4 of 4)

Manufacturer

Mfr. ID: Mfr. Name: Fed. ID:

Street 1:

Street 2:

City:

State: Zip:

Contract Start Date: End: Comment:

Contract Extension Start: End:

Contact

Phone

Phone: Ext.: Phone Type:

Comment:

Enter the contact Phone Number.
Count: *0

Figure 48 - Manufacturer Information Phone pop-up

Maintain a Manufacturer Contact

1. In the Mfr. ID field, enter ID for this manufacturer.

2. TAB to the Mfr. Name field and enter the name of the manufacturer.
3. TAB to the Fed. ID field and type in the assigned nine-digit Federal ID number, if available.
4. TAB to the Street fields and type in the address for this manufacturer.
5. TAB to the City field and enter the city or select it from the LOV. The System defaults the County, State and Zip Code fields based on the City.
6. TAB to the Contract Start Date field and enter the date this contract starts with the manufacturer, if appropriate.
7. TAB to the End field. This field is completed if there is a known end date for the contract.
8. TAB to the Contract Extension Start field. This field is completed if there is an extension to the contract.
9. TAB to the End field. This field is completed if there is an extension to the contract, and a new End date is known.
10. TAB to the Comment field and enter any applicable comments, if desired.
11. Click in the Title field in the Contact section. Select the title of the manufacturer contact from the LOV.
12. TAB to the Last Name field and enter the contact's last name.
13. TAB to the First Name field and enter the contact's first name.
14. TAB to the MI fields and enter the contact's middle initial(s), if known.
15. TAB to the Address field and type in the contact's address. Continue tabbing to complete City, State, and Zip Code information.
16. TAB to the Comment field and enter any applicable comments for this contact, if desired.
17. Click the Phone push button to display the Phone pop-up window.
18. Type in the Phone number.
19. TAB to the Ext. field and enter, if applicable.
20. TAB to the Phone Type field and type in the phone type or select from the LOV.
21. TAB to the Comment field and enter any applicable comments, if desired.
22. Click the OK button to close the pop-up and return to the Manufacturer's Information window.
23. Click the Primary checkbox for this contact person, if this is the primary contact for this manufacturer.
24. Click the Save icon on the toolbar to save the data.

Add a Manufacturer Contact

1. Click in the Title field and select the title of the contact from the LOV.
2. TAB to the Last Name field and enter the contact's last name.
3. TAB to the First Name field and enter the contact's first name.
4. TAB to the MI fields and enter the contact's middle initial(s), if known.
5. TAB to the address field and type in the contact's address. Continue tabbing to complete City, State, and Zip Code information.
6. TAB to the Comment field and enter any applicable comments for this contact, if desired.
7. Click the Phone push button to display the Phone pop-up window.
8. Type in the Phone number.
9. TAB to the Ext. field and enter, if applicable.
10. TAB to the Phone Type field and type in the phone type or select from the LOV.
11. TAB to the Comment field and enter any applicable comments, if desired.
12. Click the OK button to close the pop-up and return to the Manufacturer's Information window.
13. Click the Save icon on the toolbar to save the data.

Figure 44 - Manufacturer Information

Fields

Mfr. ID – The user-defined identification number assigned to this manufacturer. This field is three digits long and is mandatory.

Mfr. Name - To enter a new manufacturer, the user inputs the manufacturer's name in this field. This field is mandatory.

Fed. ID – The nine-digit Federal ID number of the manufacturer. This field is optional.

Street 1 – The street address of the manufacturer. This field is mandatory.

Street 2 – The secondary street address of the manufacturer. This field is optional.

City - Clicking on the list of values button allows the user to select a city, or it can be entered manually. This field is mandatory.

State - The state of the Manufacturer is displayed here. This field is display only.

Zip - Clicking on the list of values button allows the user to select a Zip Code, or it can be entered manually. This field is mandatory.

Contract Start Date – The date this contract starts with the manufacturer. This field is optional.

End – The date this contract ends with the manufacturer. This field is optional.

Contract Extension Start – The date this contract is extended with the manufacturer. This field is optional.

End – The date this contract extension ends with the manufacturer. This field is optional.

Comment - The user may provide any comments or remarks. This field is optional.

Contact:

Title – The user selects the title of the manufacturer contact from the list of values. This field is mandatory.

Last Name – The contact's last name. This field is mandatory.

Checkbox (es)

Primary – If this box is checked, it indicates that the corresponding line of information is for the primary contact for the manufacturer.

Push Button(s)

Phone - Click this button to display the Phone pop-up window.

Figure 45 - Manufacturer Information (2 of 4)

Fields

First Name – The contact's first name. This field is mandatory.

MI 1 - The contact's first Middle Initial. This field is optional.

MI 2 - The contact's second Middle Initial. This field is optional.

Figure 46 - Manufacturer Information (3 of 4)

Fields

Address 1 – The street address of the contact. This field is mandatory.

Address 2 – The secondary street address of the contact. This field is optional.

Figure 47 - Manufacturer Information (4 of 4)

Fields

City – The city of the contact. This field is mandatory.

State - The state of the contact is displayed here.

Zip - Clicking on the list of values button allows the user to select a Zip Code, or it can be entered manually. This field is mandatory.

Zip+4 - The Zip plus 4 of the client's address. This field is optional.

Comment - The user may provide any comments or remarks. This field is optional.

Figure 48 - Manufacturer Information Phone pop-up

Fields

Phone - The user enters the contact's Phone number in this field. This field is optional.

Ext. - The user enters any phone extension required to reach the manufacturer contact's phone in this field. This field is optional.

Phone Type - The user enters the Phone Type for the contact in this field and can be selected from a drop-down list of Phone Types. This field is optional.

Comment - The user may provide any comments or remarks. This field is optional.

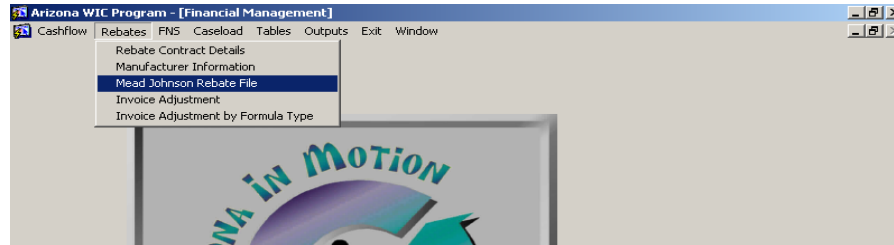
Push Button(s)

OK - This button allows the user to commit changes to the Phone Window and return to the Manufacturer Information Window.

Mead Johnson Rebate File

To Maintain the Mead Johnson Rebate File:

1. Click Rebates on the Financial Management main menu.
2. Click Mead Johnson Rebate File as shown.



The Mead Johnson Rebate File window is displayed

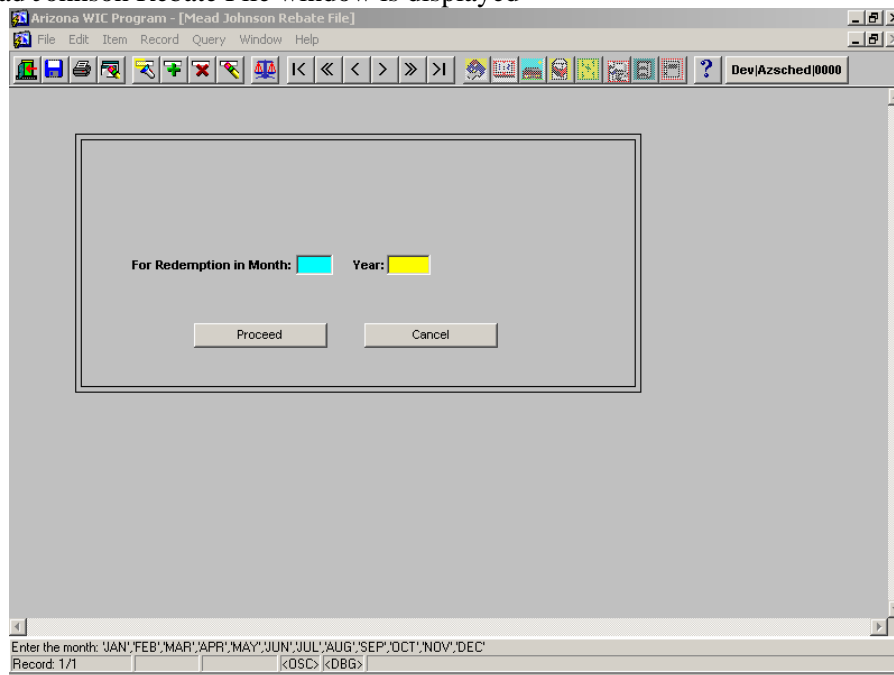


Figure 49 - Mead Johnson Rebate File

3. Enter the three-letter month in the For Redemption in Month field. View the hint text field for appropriate month designation.
4. Enter the four-digit year for retrieving information.
5. Click the Proceed pushbutton to start the process. Or click Cancel to abort the process.
6. Once the Proceed pushbutton is clicked, a confirmatory message indicates the process has started.
7. Click OK to acknowledge the process.
8. Click OK to acknowledge the process is complete.

000005310063200302122003022700000005040	000534AA004	2261	101000163400000005486
000005310063200302122003022700000005040	000534AA004	2261	101000163400000005486
000005309890200301282003021000000005396	000532AA004	1866	101000169200000006940
000005310165200302192003022700000005396	000532AA004	1866	101000169900000006940
000006392701200212052003020600000004716	000532AA004	1994	102000969200000004845
000006392700200212052003020600000004716	000532AA004	1994	102000969200000004845
000006433569200211272003021800000009352	000531AA008	2336	102000977600000009681
000006400497200302132003022100000004316	000532AA004	2170	102000982300000004845
000006400496200302132003022100000004316	000532AA004	2170	102000982300000004845
000006397441200301172003022400000004316	000532AA004	2406	102001082100000004845
000006397440200301172003022400000004316	000532AA004	2406	102001082100000004845
000006398460200301272003020300000004316	000532AA004	2170	102001084200000004845
000006398459200301272003021800000004316	000532AA004	2170	102001084200000004845
000006401067200302192003022800000008632	000531AA008	2170	102001091500000009681
000006397125200301142003022600000004316	000532AA004	2170	102001093000000004845
000006397124200301142003022600000004316	000532AA004	2170	102001093000000004845
000006398312200301242003021800000004716	000532AA004	1994	102001104200000004845
000006398311200301242003021800000004716	000532AA004	1994	102001104200000004845
000006398310200301242003020300000005596	000532AA004	2146	102001104200000006598
000006401106200302192003022400000004716	000532AA004	1994	102001111200000004845
000006401105200302192003022400000004716	000532AA004	1994	102001111200000004845
000006394604200212232003022100000004316	000532AA004	2170	102001114600000004845
000006394603200212232003022100000004316	000532AA004	2170	102001114600000004845
000006396153200301082003022100000005680	001926AA016	1994	102001119800000006671
0000063961522003010820030221300000005325	000529AA015	1994	102001119800000006278
000006400955200302182003022400000009032	002211AA008	2170	1020011298000000015739
000006684799200302192003022400000005584	001926AA016	818	102001153000000006671
000006682279200301222003020300000005625	000529AA015	818	102001153000000006278
000006398290200301242003020600000004716	000532AA004	1994	102001211000000004845
000006400668200302142003022100000004716	000532AA004	1991	102001214500000004845

Figure 50 - Mead Johnson Rebate Flat File

Mead Johnson Rebate File

- The following are details of the first column:
 - The first twelve (12) numbers indicate the Food Instrument Serial Number.
 - The next eight (8) numbers indicate the Issue Date (yyyy/mm/dd).
 - The next eight (8) numbers indicate the Redemption Date
 - The next eleven (11) numbers indicate the Redeemed Amount (00000005040 = \$50.40)
- The second column details are:
 - The first eight (8) digits indicate the Formula FI Type
 - The last three (3) digits indicate the Number of Cans.
- The third column lists the Vendor ID number.
- The fourth column details are:
 - The first numbers indicate the Client ID; which can be either ten (10) or eleven (11) digits long.
 - The last eleven (11) digits indicate the Maximum Amount (00000005486 = \$54.86)

Mead Johnson Rebate File window

Fields

For Redemption in Month – enter the requested redemption month for rebates. This field is mandatory.

Year – enter the requested redemption year for rebates. This field is mandatory.

Pushbuttons

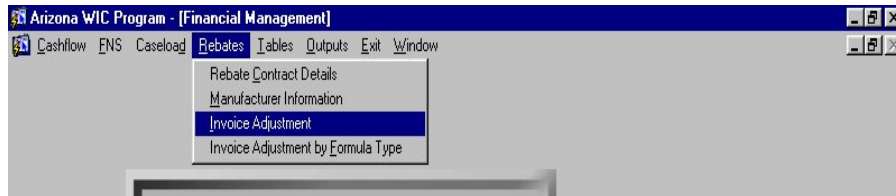
Proceed – click to process the month and year requested for rebate redemption.

Cancel – click to abort the rebate redemption report process.

Maintain General Invoice Adjustments

To Maintain Invoice Adjustments:

1. Click Rebates on the Financial Management main menu.
2. Click Invoice Adjustment as shown:



The Invoice Adjustment window is displayed:

Adjustment			Payments
Date	Adjustment Reason	Adjustment Amount	

Total Adjustments : 0.00
Balance : 0.00

Figure 51 - Invoice Adjustment

The purpose of this window is to make any adjustments necessary to rebate manufacturer invoices that have been created. Adjustments are only allowed in months that have not been closed out and also for the months in the past.

Maintain an Invoice Adjustment

1. Select the Manufacturer ID from the LOV. The System displays the manufacturer's name once the ID is selected.

2. TAB to the Redeem Month field and select the month for which the invoice is redeemable. The System displays the Redeem Year, Invoice Amount, and Payments fields once the Redeem Month is selected.
3. TAB to the Adjustment Date field and enter the date the adjustment is made on the invoice.
4. TAB to the Adjustment Reason field and enter the reason the invoice is being adjusted.
5. TAB to the Adjustment Amount field and type in the amount of the adjustment to the invoice.
6. The System calculates and displays the Total Adjustments and Balance.
7. TAB to the Comment field and enter any applicable comments for this Invoice Adjustment, if desired.
8. Click the Save icon on the toolbar to save the data.

Figure 51 - Invoice Adjustment

Fields

Manufacturer:

Manufacturer - ID number of the manufacturer on the invoice. When the ID is selected or entered, the manufacturer's name is automatically displayed. This field is mandatory.

Rebate Invoices:

Redeem Month – The month in which the invoice is redeemable. This field is mandatory.

Redeem Year – The year in which the invoice is redeemable. This field is display only.

Invoice Amount - The amount of the invoice. This field is display only.

Invoice Adjustments:

Payments - The amount paid on the invoice to date. This field is display only.

Adjustment Date - Date the adjustment is made on the invoice. This field is mandatory.

Adjustment Reason - Reason the invoice is being adjusted. This field is mandatory.

Adjustment Amount - The amount of the adjustment to the invoice. This field is mandatory.

Total Adjustments – The sum of the individual adjustment amounts applied to the invoice. This field is display only.

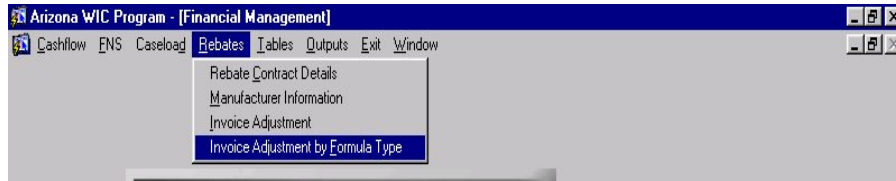
Balance - The balance of the invoice due. This field is calculated and is display only.

Comment - Any comments or notes the user makes. This field is optional.

Maintain Invoice Adjustment by Formula Type

To Maintain Invoice Adjustment by Formula Type:

1. Click Rebates on the Financial Management main menu.
2. Click Invoice Adjustment by Formula Type as shown:



The Invoice Adjustment by Formula Type window is displayed:

Formula	Date	Amount

Total Adjustments :

Figure 52 – Invoice Adjustment by Formula Type

Maintain an Invoice Adjustment

1. Select the Manufacturer ID from the LOV. The System displays the manufacturer's name once the ID is selected.
2. TAB to the Formula Type field and enter the formula type that is on the invoice.
3. TAB to the Redeem Month field and select the month for which the invoice is redeemable.
4. TAB to the Redeem Year and enter the year in which the invoice is redeemable.
5. TAB to the Invoice Amount field and enter the original amount of the invoice.
6. TAB to the Adjustment Amount field and type in the amount of the adjustment to the invoice.
7. The System calculates and displays the Total field, which is the new invoice amount.
8. TAB to the Create Invoice Adjustment checkbox and mark as checked if you want the AIM System to print an adjusted invoice for this record once the OK button is clicked.

9. To cancel the Adjusted Invoice process, click the Cancel push button.
10. To print the Adjusted Invoice, click the OK push button.
11. Click the Save icon on the toolbar to save the data.

Figure 52 – Invoice Adjustment by Formula Type

Fields

Manufacturer - ID number of the manufacturer on the invoice. When the ID is selected or entered, the manufacturer's name is automatically displayed. This field is mandatory.

Redeem Month – Month in which the invoice is redeemable. This field is optional.

Redeem Year – The year in which the invoice is redeemable. This field is optional.

Invoice Amount - The amount of the invoice. This field is display only.

Adjustment Amount – The amount of the adjustment to the invoice. This field is mandatory.

Adjustment Reason – The reason that the Invoice is adjusted. This field is mandatory.

Formula – The Infant formula that will have an adjusted amount on the original invoice.

Date – The date that the formula will be adjusted. This field is mandatory.

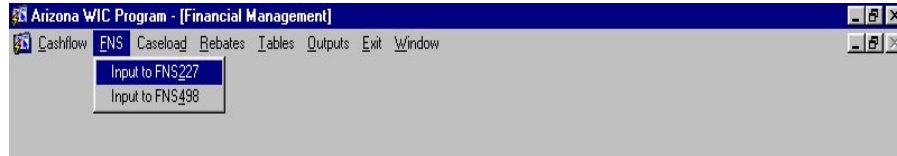
Amount – The amount that the formula will be adjusted from the original invoice. This field is mandatory.

Total Adjustments – The sum of the adjustment amount. This field is display only.

Input to FNS 227

To Input to FNS 227:

1. Click FNS on the Financial Management main menu.
2. Click Input to FNS 227 as shown below:



The Input to FNS 227 window is displayed:

PART B - ANALYSIS OF REPORT YEAR PROGRAM ACTIVITY			
TRANSACTION	COST CATEGORY		
	(A) FOOD	(B) NSA	(C) TOTAL
6. FORMULA GRANT	100000	15	100015
7. PRIOR YEAR SPENDING OPTIONS:			
a. SPEND FORWARD FROM PRIOR YEAR	520000	0	520000
b. BACKSPEND TO PRIOR YEAR	0		0
8. SUBTOTAL (6 PLUS 7)	620000	15	620015
9. GROSS OUTLAYS AND UNLIQUIDATED OBLIGATIONS FOR REPORT YEAR PROGRAM COSTS	13697	265000	13697
10. OUTLAYS AND UNLIQUIDATED OBLIGATIONS SUPPORTED BY:			
a. REBATES	0		0
b. PROGRAM INCOME	0	0	0

Press this button to go to the remarks window.
Count: 1

Figure 53 - Input to FNS 227 (1 of 4)

Arizona WIC Program - [Input to FCS227]

File Edit Item Record Query Window Help

FFY: 1998 Create/Reset Closed Out: ☐ Remarks

c. VENDOR/PARTICIPANT COLLECTIONS	0		0
d. SUBTOTAL (SUM OF a THRU c)	0	0	0
11. FEDERAL PROGRAM COSTS (9 MINUS 10(d))	13697	0	13697
12. BALANCE BEFORE CONVERSION (8 MINUS 11)	606303	15	606318
13. CONVERSION	0	0	
a. FOOD TO NSA			
b. NSA TO FOOD	0	0	
14. BALANCE AFTER CONVERSION (12 PLUS 13)	606303	15	606318
15. CURRENT YEAR SPENDING OPTIONS:	0	0	0
a. SPEND-FORWARD TO FOLLOWING YEAR			
b. BACKSPEND FROM FOLLOWING YEAR	0		0
16. RESULTS OF REPORT YEAR PROGRAM OPERATIONS (14 PLUS 15)	606303	15	606318

PART C - STATUS OF GRANT AWARD

Press this button to go to the remarks window.
Count: 1 v

Figure 54 - Input to FNS 227 (2 of 4)

Arizona WIC Program - [Input to FCS227]

File Edit Item Record Query Window Help

FFY: 1998 Create/Reset Closed Out: ☐ Remarks

17. MODIFICATIONS TO FORMULA GRANT:	50000	0	50000
a. CASH TRANSFERS IN (OUT)			
b. INITIAL RECOVERY	100000	0	100000
c. TOTAL MODIFICATIONS (a PLUS b)	150000	0	150000
18. MODIFIED FORMULA GRANT (6 PLUS 17c)	250000	15	250015
19. MODIFIED FORMULA GRANTS ADJ. FOR CONVERSIONS (13 PLUS 18)	250000	15	250015
20. FEDERAL OUTLAYS AGAINST THE FORMULA GRANT:	14546		14546
a. FOR REPORT YEAR COSTS			
b. FOR COSTS OF PRIOR YEAR (BACKSPEND)	0		0
c. FOR COSTS OF FOLLOWING YEAR (SPEND FORWARD)	0	0	0
d. TOTAL FEDERAL OUTLAYS (SUM OF a THRU c)	14546	0	14546
21. FEDERAL UNLIQUIDATED OBLIGATIONS	<849>		<849>

Press this button to go to the remarks window.
Count: 1 v

Figure 55 - Input to FNS 227 (3 of 4)

Arizona WIC Program - [Input to FCS227]

File Edit Item Record Query Window Help

FFY: 1998 Create/Reset Closed Out: ☐ Remarks

18. MODIFIED FORMULA GRANT (6 PLUS 17c)	250000	15	250015
19. MODIFIED FORMULA GRANTS ADJ. FOR CONVERSIONS (13 PLUS 18)	250000	15	250015
20. FEDERAL OUTLAYS AGAINST THE FORMULA GRANT:	14546		14546
a. FOR REPORT YEAR COSTS			
b. FOR COSTS OF PRIOR YEAR (BACKSPEND)	0		0
c. FOR COSTS OF FOLLOWING YEAR (SPEND FORWARD)	0	0	0
d. TOTAL FEDERAL OUTLAYS (SUM OF a THRU c)	14546	0	14546
21. FEDERAL UNLIQUIDATED OBLIGATIONS AGAINST THE FORMULA GRANT	<849>		<849>
22. FEDERAL OUTLAYS AND UNLIQUIDATED OBLIGATIONS (20(d) PLUS 21)	13697	0	13697
23. FEDERAL FUNDS TO BE RECOVERED (RESTORED) (19 MINUS 22)	236303	15	236318

Press this button to go to the remarks window.
Count: 1 v

Figure 56 – Input to FNS 227 (4 of 4)

The purpose of the window is to allow the user the ability to enter administrative expense data for FNS report 227. This report is submitted once per year at year-end close out to FNS. This window also allows the user to view the current status of food expenditures for the fiscal year.

Note: Information can be entered into the white fields, but not the gray fields, as they are display only.

Input to FNS 227

1. Enter a query or select the year from the LOV.
2. Execute a query by pressing F8 or clicking on the query drop down menu and clicking on execute or by clicking on the flashlight icon.
3. If a year is selected that has been closed out, a check mark is displayed in the closed out check box.
4. To update the report with the most recent data, click the Create/Reset push button. If the window has already been populated with the most recent information, a message that notifies the user of the update is displayed when the Create/Reset push button is clicked.
5. All fields are populated from data that comes from other parts of the System, except for NSA column lines 9, 20a, and 21.
6. Enter in line 9 NSA column, the amount of federal outlays and any unliquidated obligations for the NSA grant. This figure is calculated by the System using the year-to-date expense figure from the Food Budget.
7. Enter in line 20a NSA column the amount of federal outlays that result from current year costs. The information for this is calculated by the System from the year-to-date expenses from the Food Budget.
8. Enter in line 21 NSA column the federal unliquidated obligation for the report year for NSA funds.

9. Click the Save icon to save this information.
10. Click the Remarks button to display the Remarks pop-up window and to make comments about the entered information.

Arizona WIC Program - [Input to FCS227]

File Edit Item Record Query Window Help

Remarks

Line No	Suffix	Remark

OK

SUPPORTED BY:

a. REBATES

b. PROGRAM INCOME

Enter the line number for which the remark is being entered.
Count: *0

Figure 57 - Input to FNS 227 (Remarks Push Button)

11. In the remarks pop-up window, enter the line number of the line for which remarks are being made.
12. TAB to the Suffix field and enter the suffix or field number of the field for which remarks are being made.
13. TAB to the Remark field and enter the remark.
14. Click OK to return the to FNS 227 window.
15. Click the Save icon to save this information.

Figure 53 - Input to FNS 227 (1 of 4)

Fields

FFY - Enter the report fiscal year. This field is mandatory.

Food (A) - This column captures information with respect to food costs.

NSA (B) - This column captures information for the costs of nutrition services and administration.

Total (C) - This column captures the sum of the two components, (A) and (B). It is computed and displayed by the System.

Formula Grant - System calculates the dollar amount FNS allotted to the state agency for the current fiscal year. (A) must be > (B). (A), (B), and (C) must be > 0.

Prior Year Spending Options:

Spend Forward from Prior Year - System calculates the amount from the prior year's grant that is being applied to the current year's grant. (A) must be > (B). (A), (B), and (C) must be > or = 0. If line (7b) > 0, (7a) must = 0.

Backspend to Prior Year - System calculates the amount from the current year's grant that had to be applied to the prior year's grant. (A) and (C) must be > or = 0. If line (7a) > 0, (7b) must = 0.

Subtotal (6 Plus 7) - System calculates the computation for the formula grant (6) plus the spending option that applies (7a or b). (A) and (B) are computed and displayed by the System. (A) must be > (B).

Gross Outlays and Unliquidated Obligations for Report Year Program Costs - System calculates the total number of outlays and unliquidated obligations for the current fiscal year. (A) must be > (B).

Outlays and Unliquidated Obligations Supported By:

Rebates - System calculates the amount received through rebates.

Program Income - System calculates the income amount generated by program operations. (A) must be > (B).

Vendor/Participant Collections - System calculates the amount received through vendor/participation collections.

Check Boxes

Closed Out - This box when checked indicates that the associated fiscal year is closed out.

Push Button(s)

Create/Reset - Clicking this button populates the window with data from the database.

Remarks - Clicking on this button allows the user to enter any text remarks desired.

Figure 54 - Input to FNS 227 (2 of 4)

Fields

Federal Program Costs (9 Minus 10(d)) - The computation of gross outlays and unliquidated obligations minus rebates, program income, and vendor/participation collections is displayed here (9 - 10d). (A) and (B) are computed and displayed by the System.

Balance Before Conversion (8 - 11) - The computation of the formula grant and the spending options minus the federal program costs is displayed here (8 - 11). (A) and (B) are computed and displayed by the System.

Conversion

Food to NSA - System calculates the amount converted from food costs to the admin costs. (A) must be < or = 0. (B) must be > or = 0. (C) must = 0. If (13a) does not = 0, (13b) must = 0.

NSA to Food - System calculates the amount converted from admin costs and applied to the food costs. (A) must be > or = 0. (B) must be < or = 0. (C) must = 0. If (13b) does not = 0, (13a) must = 0.

Balance After Conversion (12 Plus 13) - The computation of the balance before conversion plus the conversion amounts are displayed here (12 + 13). (A) and (B) are computed and displayed automatically.

Current Year Spending Options:

Spend-Forward to Following Year - System calculates the amount from the current year's grant that can be applied to next year's grant. (A), (B), and (C) must be $>$ or $= 0$. If $(15a) > 0$, $(15b)$ must $= 0$.

Backspend From Following Year - System calculates the amount from next year's grant that needs to be applied to the current year's grant. (A) and (C) must be $>$ or $= 0$. If $(15b) > 0$, $(15a)$ must $= 0$.

Results of Report Year Program Operations (14 Plus 15) - The computation of the balance after conversion plus the spending option that applies is displayed here $(14 + 15)$. (A) and (B) are computed and displayed by the System. (C) must $= (14) + (15)$.

Modifications to Formula Grant:

Cash Transfers In (Out) - System calculates the amount that has been transferred to or from another state agency.

Initial Recovery - System calculates the amount that the federal government has recovered from the state for reapportionment.

Total Modifications (a Plus b) - The computation of transfers plus initial recovery is displayed here $(17a + 17b)$. (A) and (B) are computed and displayed by the System. (C) must $= (17a) + (17b)$.

Modified Formula Grant (6 Plus 17c) - The computation of the formula grant plus the total modifications is displayed here $(6 + 17c)$. (A) and (B) are computed and displayed by the System.

Figure 55 - Input to FNS 227 (3 of 4)

Fields

Modifications to Formula Grant:

Cash Transfers In (Out) - System calculates the amount that has been transferred to or from another state agency.

Initial Recovery - System calculates the amount that the federal government has recovered from the state for reapportionment.

Total Modifications (a Plus b) - The computation of transfers plus initial recovery is displayed here $(17a + 17b)$. (A) and (B) are computed and displayed by the System. (C) must $= (17a) + (17b)$.

Modified Formula Grant (6 Plus 17c) - The computation of the formula grant plus the total modifications is displayed here $(6 + 17c)$. (A) and (B) are computed and displayed by the System.

Modified Formula Grants Adj. for Conversions (13 Plus 18) - The computation of the modified formula grant plus the conversions is displayed here $(13 + 18)$. (A) and (B) are computed and displayed by the System.

Federal Outlays Against the Formula Grant:

For Report Years Costs - System calculates the amount of federal outlays that result from current year costs. (A) must be $>$ (B).

For Costs of Prior Year (Backspend) - System calculates the amount of federal outlays that result from prior year costs.

For Costs of Following Year (Spend Forward) - System calculates the amount of federal outlays that result from next year costs. (A) must be $>$ (B).

Total Federal Outlays (Sum of a thru c) - The computed total federal outlays for the current year costs, prior year costs, and next year costs is displayed here (20a + 20b + 20c). (C) must = (20a) + (20b) + (20c).

Figure 46 – Input to FNS 227 (4 of 4)

Federal Unliquidated Obligations Against the Formula Grant - System calculates the total amount of federal unliquidated obligations. (A) must be > (B).

Federal Outlays and Unliquidated Obligation (20(d) Plus 21) - The computation of total federal outlays plus total federal unliquidated obligations is displayed here 20d + 21). (A) and (B) are computed and displayed by the System.

Federal Funds to be Recovered (Restored) (19 Minus 22) - The computation of the modified formula grant minus the total federal outlays and unliquidated obligation is displayed here (19 - 22). (A) and (B) are computed and displayed by the System.

Figure 57 - Input to FNS 227 (Remarks Push Button)

Fields

Line No. - Enter the line number of the FNS-227 form that the remark is for. This field is optional.

Suffix - Enter the suffix of the line number of the FNS-227 form that the remark is for. This field is optional.

Remark - Enter any desired notes and comments to be attached to the FNS-227 form. This field is optional.

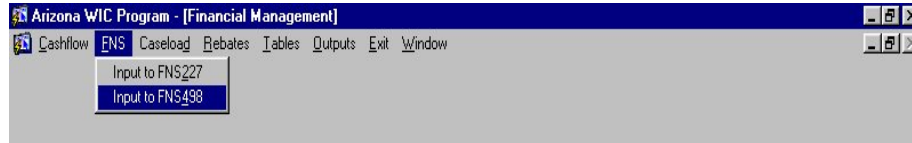
Push Button(s)

OK - Clicking this button returns the user to the FNS-227 form.

Input to FNS 498

To Maintain FNS 498:

1. Click FNS on the Financial Management main menu.
2. Click Input to FNS 498 as shown below:



The Input to FNS 498 Window is displayed:

Food Obligation Estimates					
	October	November	December	January	February
1. Gross Obligation					
2. Estimated Rebate					
3. Net Federal Obligation					

Food Outlays Actual					
	October	November	December	January	February
4. Actual Outlays					
5. Rebates Billed					
6. Net Federal Outlays					
7. Month Closed Out (Y/N)					
YTD Cost (Optional Use)					

Federal Participation					
	October	November	December	January	February
8.a. Women Pregnant					
b. Women Breastfeeding					
c. Women Postpartum					

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY <List>

Figure 58 - Input to FNS498

The screenshot shows a software window titled "Arizona WIC Program - [Input To FCS498]". It features a menu bar (File, Edit, Item, Record, Query, Window, Help) and a toolbar with various icons. The main data entry area is divided into two sections:

Federal Participation	October	November	December	January	February
8.a. Women Pregnant					
b. Women Breastfeeding					
c. Women Postpartum					
d. Total Women					
9. Infants					
10. Children					
11. Total Fed Participation					

State Part & Exp (Optional)	October	November	December	January	February
12. a. Women					
b. Infants					
c. Children					
d. Total State Part					
13. State Food Outlays					

At the bottom, there is a status bar with the text: "Enter a query: press F8 to execute, Ctrl+q to cancel. Count: *0 ENTER QUERY <List>". A vertical scroll bar is visible on the right side of the data entry area.

Figure 59 - Input to FNS498 (Vertical Scroll Bar)

The screenshot shows the same software window as Figure 59, but with a different layout. It includes a menu bar and toolbar. Below the toolbar, there are input fields for "FFY:" and "Month:", followed by "Remarks" and "Previous Page" buttons. The main data entry area is divided into two sections:

14. FOOD FUNDS AVAILABLE FOR FY:	
a. Current Year Grant	
b. Spendforward from Prior Year	
c. Spendback from Current Year	
d. Estimated Conversion	
e. Other Adjustments	
f. Current Year Spendforward	
g. Spendforward From Next Year	
h. TOTAL	
15. ADMIN FUNDS AVAILABLE FOR FY:	
a. Current Year Grant	
b. Spendforward from Prior Year	
c. Estimated Conversion	
d. Other Adjustments	
e. Current Year Spendforward	

At the bottom, there is a status bar with the text: "Enter the Outlays. Count: *0". A "Next Page" push button is visible on the right side of the data entry area.

Figure 60 - Input to FNS498 (Next Page Push Button)

Arizona WIC Program - [Input To FCS498]

File Edit Item Record Query Window Help

15. ADMIN FUNDS AVAILABLE FOR FY:

a. Current Year Grant

b. Spendforward from Prior Year

c. Estimated Conversion

d. Other Adjustments

e. Current Year Spendforward

f. TOTAL

16. YEAR TO DATE ADMIN COSTS:

a. Outlays

b. Unliquidated Obligations

c. TOTAL

Enter the Outlays.
Count: *1

Figure 61 - Inputs to FNS498 (Next Page Push Button -Vertical Scroll Bar)

Input to FNS 498

The purpose of this window is to allow the user to enter the Years Admin Cost (Outlays and Unliquidated obligations.)

1. Click the list of values button to the right of the FFY field. Select the fiscal year by double clicking on the year.
2. TAB to the month and click the list of values button to the right of the Month field. Select the month by double clicking on the month.
3. Execute a query by pressing the F8 key.
4. To update data, click the Create/Reset push button.
5. Use the vertical scroll bar on the right side of the window to move the window up or down. Use the horizontal scroll bar on the bottom of the window to move the window to the right or left.
6. Click the Next Page push button to go to the second page of the report. Again, use the vertical scroll bar on the right side of the window to move the window up or down. To return to the first page, click the Previous Page push button.
7. Click on Remarks button to enter remarks about specific line items. The System will display the pop-up window below:

Line No.	Suffix	Remarks

OK

Enter the remark's Line Number.
Record: 1/1

Figure 62 - Input to FNS498 (Remarks Push Button)

8. In the Line No. field, type in the line number of the FNS 498 form for which the remark is needed.
9. TAB to the Suffix field and type in the suffix of the line number, if appropriate.
10. TAB to the Remarks field and type in the remark.
11. Click the OK button to return to the Input to FNS 498 window.
12. Click the Save icon on the toolbar to save this information

Figure 58 - Input to FNS498

Fields

FFY - Enter the Federal Fiscal Year of the report. This field is mandatory.

Month - Enter the month of the report. This field is mandatory.

Food Obligation Estimates:

Gross Obligation - The amount of money net of vendor and participant collections and program income used to fund food outlays that a State agency estimates it will spend each month for WIC food orders or food instruments (FI) issuances. This field is optional.

Estimated Rebate - The amount of money that a State agency estimates that it will receive for rebates. Rebates are refunds on WIC food items from a food manufacturer. This field is optional.

Net Federal Obligation - The estimated net amount of the WIC Program food costs to be paid with appropriated Federal funds. This field is display only. (Item 3 = Item 1 + Item 2).

Food Outlays Actual:

Actual Outlays - The cumulative amount used to fund food outlays for the report month. This field is optional.

Rebates Billed - This is the dollar value of bills or invoices submitted to food manufacturers for rebate payments. This field is optional.

Net Federal Outlays - This is the actual net amount of the WIC Program food cost paid with Federal funds. This field is display only. (Item 4 minus Item 5.)

Month Closed Out (Y/N) - A month is closed out if actual food outlays have been made for a given month (this field is filled in manually). If a month is closed out (Y), the other fields in that month are "display only." This is a mandatory field.

YTD Cost (Optional Use) - This is the annual cost for actual or projected food expenditures. This field is display only. (If closed out (Y) this field is filled from line 6; if (N), filled from line 3.)

Federal Participation - Actual participants are placed in the following categories:

Women Pregnant - Women determined to have one or more embryos in utero. This field is optional.

Women Breastfeeding - Women up to one year postpartum who are breastfeeding their infants. This field is optional.

Women Postpartum - Women up to six months after termination of pregnancy. This field is optional.

Push Button(s)

Create/Reset - Clicking this button populates the window with data from the database.

Remarks - Clicking this button allows the user to enter comments to be displayed on the report.

Next Page - Clicking this button allows the user to navigate to the next page of the FNS498 input form.

Figure 59 - Input to FNS498 (Vertical Scroll Bar)

Fields

YTD Cost (Optional Use) - This is the annual cost for actual or projected food expenditures. This field is display only. (If closed out (Y) this field is filled from line 6; if (N), filled from line 3.)

Federal Participation - Actual participants are placed in the following categories:

Women Pregnant - Women determined to have one or more embryos in utero. This field is optional.

Women Breastfeeding - Women up to one year postpartum who are breastfeeding their infants. This field is optional.

Women Postpartum - Women up to six months after termination of pregnancy. This field is optional.

Total Women - The total number of women to the pregnant, breastfeeding and postpartum categories (8a + b + c). This field is display only.

Infants - Persons under one year of age. This field is optional.

Children - Persons who have had their first birthday, but have not yet attained their fifth birthday. This field is optional.

Total Fed Participation - The actual number of Federally supported participants (total women, infants and children) for elapsed months. This field is display only. $(8d + 9 + 10)$.

State Part&Exp (Optional):

Women - This is the total number of women participating. This field is optional.

Infants - This is the total number of infants participating. This field is optional.

Children - This is the total number of children participating. This field is optional.

Total State Part - $(12a - b + c)$. This field is display only.

State Food Outlays - This is the annual cost of State-supported food expenditures. This field is optional.

Figure 60 - Input to FNS498 (Next Page Push Button)

Fields

FFY - Enter the Federal Fiscal Year of the report. This field is mandatory.

Month - Enter the month of the report. This field is mandatory.

Food Funds Available for FY:

Current Year Grant - System calculates the grant amount for the current fiscal year. Amount must be > 0 and $> (15a)$. This field is display only.

Spendforward from Prior Year - System calculates the amount from prior year's grant that is being applied to the current year's grant. Amount must be $> \text{or} = 0$. If $(14c) > 0$, $(14b)$ must $= 0$. This field is display only.

Spendback from Current Year - System calculates the amount from the current year's grant that needed to be applied to the prior year's grant. Amount must be $> \text{or} = 0$. If $(14b) > 0$, $(14c)$ must $= 0$. This field is display only.

Estimated Conversion - System calculates the amount that needs to be taken from the food grant and applied to the administration grant or the amount that was taken from the administration grant and applied to the food grant. $(14d) + (15c)$ must $= 0$. This field is display only.

Other Adjustments - System calculates the total amount (negative or positive) of all adjustments to the grant. This field is display only.

Current Year Spend Forward - System calculates the amount from the current year's grant that can be applied to next year's grant. Amount must be $> \text{or} = 0$. If $(14g) > 0$, then $(14f)$ must $= 0$. This field is display only.

Spendforward from Next Year - System calculates the amount from next year's grant that needs to be applied to the current year's grant. Amount must be $> \text{or} = 0$. If $(14f) > 0$, then $(14g)$ must $= 0$. This field is display only.

Total - Calculation of the total amount of food funds available will be displayed here $(14a + 14b - 14c + 14d - 14e - 14f + 14g)$. Amount is calculated and displayed by the System.

Admin. Funds Available for FY:

Current Year Grant - System calculates the grant amount for the current fiscal year. Amount must be > 0 and $< (14a)$. This field is display only.

Spendforward from Prior Year - System calculates the amount from the prior year's grant that has been applied to the current year's grant. Amount must be $>$ or $= 0$. This field is display only.

Estimated Conversion - System calculates the amount that needs to be taken from the food grant and applied to the administration grant or the amount that was taken from the administration grant and applied to the food grant. $(15c) + (14d)$ must $= 0$. This field is display only.

Other Adjustments - System calculates the total amount (negative or positive) of all other adjustments to the grant. This field is display only.

Current Year Spendforward - System calculates the amount from the current year's grant that can be applied to the next year's grant. Amount must be $>$ or $= 0$. This field is display only.

Push Button(s)

Remarks - Clicking this button allows the user to enter comments to be displayed on the report.

Previous Page - Clicking this button allows the user to return to the first page of the FNS-498 input form.

Figure 61 - Inputs to FNS498 (Next Page Push Button -Vertical Scroll Bar)

Fields

Total - Calculation of the total year-to-date administration costs is displayed here $(15a + 15b + 15c - 15d + 15e)$. Amount is calculated and displayed by the System.

Year to Date Admin. Costs:

Outlays - User entered value for year to date outlays. Amount must be $>$ or $= 0$. This field is mandatory.

Unliquidated Obligations - User entered value for year to date unliquidated obligations. This field is mandatory.

Total - Calculation of the total year-to-date administration costs is displayed here $(16a + 16b)$. Amount is calculated and displayed by the System. Must be lesser than or equal to first.

Figure 62 - Input to FNS498 (Remarks Push Button)

Fields

Line No. - Enter the line number of the FNS-498 form that the remark is for. This field is optional.

Suffix - Enter the suffix of the line number of the FNS-498 form that the remark is for. This field is optional.

Remark - Enter any desired notes and comments to be attached to the FNS-498 form. This field is optional.

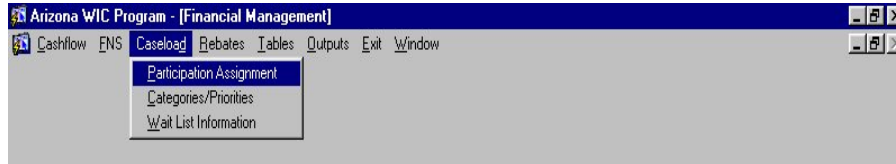
Push Button(s)

OK - Returns the user to the Window: Inputs to FNS 498.

Maintain Participation Assignments

To Maintain Participation Assignments:

1. Click Caseload on the Financial Management main menu.
2. Click Participation Assignment as shown below:



The WIC Participation Assignment window is displayed:

Figure 63 - WIC Participation Assignments

Participation Assignment

The purpose of this window is to allocate state caseload to local agencies. This same functionality is provided to local agencies to allocate caseload to clinics. Current and previous years are shown, but only the current year can be modified.

Allocate State Caseload to Local Agencies Not Managed by Category

1. Select the Fiscal Year from the LOV and press the F8 key to execute the query.
2. The Managed by Category field displays “No” to designate that the budget is not managed by category.
3. Click the Create Assignments push button, to display the Create Participant Assignment Analysis pop-up window:

Figure 64 - WIC Participation Assignment (Create Participation Assignment Analysis)

4. The System displays the Org. ID, Name, and Last Allocation Factor fields.
5. TAB to the Current Allocation Factor field and assign a factor representing the desired percentage of the State Agency caseload to each Local Agency.
6. Click the Distribute Case Loads push button to allocate the caseload to the clinics selected. The total of the allocation factors should be equal to 1 or less. If the total allocation is greater than 1, the System displays the message: “The total allocation factor for organizations is more than 1!!!” Click the OK push button to return to the Participation Assignment Analysis pop-up and re-allocate the caseload. If the total allocation is less than 1, the System displays the message: “The total allocation factor is less than 1! Would you like to continue? Yes No.” Click the Yes push button to continue with the allocation. Click the No push button to return to the Participation Assignment Analysis pop-up and reallocate the caseload.
7. The System displays the Create Assignment Progress Status pop-up window. When completed, click OK to return to the WIC Participation Assignment window.
8. The System displays the Current FFY, FFY Month, Org ID, Name, Alloc. Factor, and Assignment fields based on the information entered in the Participation Analysis pop-up window. The total local agency caseload for the specific month is displayed. The total State Agency caseload assigned to Local Agencies for that specific month is displayed. The

available caseload that remains unassigned is displayed. This may also appear as a negative number if the allocation factors exceed a total of one (1).

9. Use the scroll bar to scroll to different months of the fiscal year or click the current fiscal year field and use the page down key to scroll down to different months.
10. The total State Agency caseload and total caseload assigned may change from month to month depending on the food budget established for the fiscal year.
11. Click the Save icon to save this information.

Modify an Existing Clinic Allocation

1. Select the fiscal year from the LOV.
2. Execute a query by pressing F8 or clicking the execute query from the drop down menu.
3. Click Reset Assignments to display the Reset Participant Assignment Analysis pop-up window.
4. The System displays the Org. ID, Name, and Last Allocation Factor fields.
5. TAB to the Current Allocation Factor field and assign the new or modified factor for each Local Agency to be modified.
6. Click the Distribute Case Loads button to allocate the caseload to the clinics selected.
7. The System displays the Reset Assignment Progress Status pop-up window. When completed, click OK to return to the WIC Participation Assignment window.
8. Click the Save icon to save the data.

Modify an Existing Local Agency Allocation for a Particular Month

1. Select the fiscal year from the LOV.
2. Execute a query by pressing the F8 key or by clicking Execute Query from the drop down menu.
3. Click the current FFY field and using the page down key, scroll down to the specific Local Agency and month to be modified.
4. The System does not allow any modifications to months that are in the past.
5. Once the specific clinic and month is located, TAB to the allocation factor field and enter the new factor.
6. The new caseload assignment is automatically calculated.
7. The available caseload field is updated based on this modified number.
8. Continue to modify the specific months and Local Agencies as desired.
9. Click the Save icon.

Print the Allocation Letter to Local Agencies

1. Select the desired fiscal year from the LOV.
2. Execute a query by pressing F8 or clicking on query execute from the drop down menu.
3. Click on Reset Assignments push button to preview the letter.
4. Click print to print the letter.

Allocate caseload to Local Agencies Managed by Category

1. Select the fiscal year from the LOV.

2. Execute a query by pressing F8 or clicking on the execute query drop down menu.
3. Place the cursor on the Current FFY of the clinic and month for which you wish to allocate caseload.
4. Double click the Current FFY to bring up the Participation Assignment for Categories pop-up window shown:

Participation Assignment For Categories

Fiscal Year: 2001 Month: OCT

Organization: 2 MID-TOWN WIC

Category	Alloc. Factor	Assignment	Achievement	Factor
C1	.004167	37	0	0
C2	.004167	37	0	0
C3	.004167	37	0	0
C4	.004167	37	0	0
C5	0	0	0	0
Total:	.05	450		

Budget Caseloads: 9000 Total Assigned: 9000 Available Caseloads: 0

Assigned Caseloads: 9000 Available: 0 % of YR Elapsed: 0.00% YTD Part: 0

Figure 65 - Participation Assignment (Category Level Pop-Up)

5. This window displays the FFY, name of the organization, ID code and month selected.
6. Enter the Allocation Factor for each category for which the user is making an assignment in this Local Agency. The assignment is automatically calculated and displayed.
7. The total amount of the allocation factor and the assignment is displayed at the bottom of the screen. The total local agency budget caseload and the total local agency assignment and available caseload are displayed. Any modification in the allocation factor or the assignment is automatically calculated and reflected.
8. Click OK to return to the participation assignment window.

Figure 63 - WIC Participation Assignments

Fields

Fiscal Year - Identifies the fiscal year associated with this record. This field is mandatory.

Managed by Category (Yes/No) - Indicates whether or not the caseload is managed by category. This field is display only.

Previous FFY - Identifies the previous Federal Fiscal Year associated with this record. This field is display only.

FFY Month - Identifies the federal fiscal month associated with this record. This field is display only.

Org. ID - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

Name - The name of the organizational unit. This field is display only.

Alloc. Factor - The factor of the parent organizations monthly allocation. This field is display only.

Assignment - The caseload assignment that is made to the local agency. (*Note: Assignments can be changed only for months that have not passed. This field is display only.*)

Achievement - The achievement that was met for the local agency clinic during the identified month and year. This field is display only.

Percent Achieved - The factor of the organizational unit allocated and achieved. This field is display only.

Current FFY - Identifies the current Federal Fiscal Year associated with this record. This field is display only.

FFY Month - Identified the Federal Fiscal Year associated with this record. This field is display only. Double clicking this field when the budget is managed by category displays the Category Participation Assignment pop-up window.

Org. ID - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

Name - The name of the organizational unit. This field is display only.

Alloc. Factor - The percentage of the parent organization's monthly allocation. This field is mandatory if the assignment field is not populated.

Assignment - The caseload assignment that is made to this local agency. (*Note: Assignments can be changed only for months that have not passed.*) This field is display only.

Achievement - The achievement that was met for the local agency clinic during the identified month and year. This field is display only.

Achievement - The factor of the organizational unit allocated and achieved. This field is display only.

Percent Achieved - The achievement that was met by the Local Agency during the identified month and year. This field is display only.

Total Assigned - Sum of assignments for the month across all clinics displayed. This field is display only.

Available Caseload - The total caseload available to the parent level organizational unit. This field is display only.

Assigned Caseloads - The total caseload allocated to the parent level organizational unit. This field is display only.

Available - The total caseload available. This field is display only.

% of YR Elapsed - Percentage of the fiscal year elapsed since the start of the current fiscal year. This field is display only.

YTD Part - Year-to-date participation count. This field is display only.

Push Button(s)

Create Assignment - Distribute caseloads among local agencies or clinics for the whole fiscal year.

Reset Assignment - Reset caseloads for the current and following months.

Figure 64 - WIC Participation Assignment (Create Participation Assignment Analysis)

Org. ID - The unique identification for the organizational unit (local agency or clinic) to which the assignment is made. This field is display only.

Name - The name of the organization unit. This field is display only.

Last Allocation Factor - Displays the last allocation year and month prior to the current financial year.

Current Allocation Factor - User updateable. This value is applied on the monthly budget to derive the caseload assignment for the organization.

Total - The total allocation factors.

Push Button(s)

Cancel - Cancels the screen and goes back to the main screen.

Distribute Case Loads - Applies the caseload allocation factor on the budgeted caseload while creating distribution of caseload records.

Figure 65 - Participation Assignment (Category Level Pop-Up)

Fiscal Year - The Federal Fiscal Year. This field is display only.

Month - Identifies the month for the Federal Fiscal Year associated with this record. This field is display only.

Organization - The organizational unit identifier. This field is display only.

Category - The categories of clients. This field is display only.

Alloc. Factor - The allocation percentage for each category. This field is mandatory.

Assignment - The caseload assignment that is made to this Local Agency. (*Note: Assignments can be changed only for months that have not passed.*) This field is mandatory.

Achievement - The achievement that was met for the Local Agency during the identified month and year. This field is display only.

Achieved Factor - The percentage of the category for this organization's achievement during the identified month and year. This field is display only.

Total - Shows the total allocated factor and caseload assignment. This field is display only.

Budget Caseloads - This is the budgeted caseload for the month for the state or local agency. This field is display only.

Total Assigned - Sum of assignments for the month across all local agencies or clinics displayed. This field is display only.

Available Caseloads - The number of caseloads available.

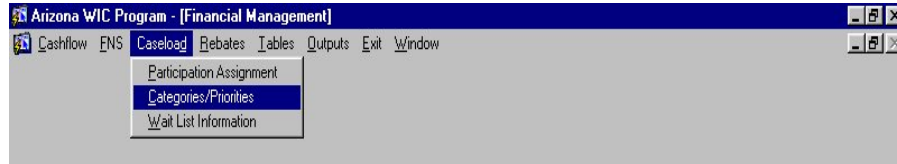
Push Button(s)

OK - Clicking this button closes the Participation Assignment window.

Maintain Categories & Priorities

To Maintain Categories & Priorities:

1. Click Caseload on the Financial Management main menu.
2. Click WIC Categories/Priorities as shown:



The WIC Categories/Priorities window is displayed:

Evaluation Period

Select Restriction

Fiscal Year: [Dropdown] Local Agency: [Dropdown]

Start Date: [Dropdown] Category: [Dropdown]

End Date: [Dropdown] Priority: [Dropdown]

Reductions From Certifications

Year	Month	Cert. Count	Agg. Cert Count	Value Each	Agg. Cert Value

Effect of Potential Freeze

From: [Dropdown] Thru: [Dropdown]

Year	Month	Due For Cert	Terminations

Evaluate Cashflow Impact

Waitlist Management

Figure 66 - Categories/Priorities (1 of 3)

Arizona WIC Program - [WIC Categories/Priorities]

File Edit Item Record Query Window Help

Evaluation Period

Select Restriction

Fiscal Year: [Dropdown] Local Agency: [Dropdown]

Start Date: [Dropdown] Category: [Dropdown]

End Date: [Dropdown] Priority: [Dropdown]

Reductions From Certifications

Year	Month	Cert. Count	Agg. Cert Count	Value Each	Agg. Cert Value

Effect of Potential Freeze

From: [Dropdown] Thru: [Dropdown]

Year	Month	Agg. Cert Count	Value Each	Agg. Cert Value

Evaluate Cashflow Impact Waitlist Management

Select the fiscal year from the list of values.
Count: *0 <List>

Figure 67 - Categories/Priorities (2 of 3)

Arizona WIC Program - [WIC Categories/Priorities]

File Edit Item Record Query Window Help

Evaluation Period

Select Restriction

Fiscal Year: [Dropdown] Local Agency: [Dropdown]

Start Date: [Dropdown] Category: [Dropdown]

End Date: [Dropdown] Priority: [Dropdown]

Reductions From Certifications

Year	Month	Cert. Count	Agg. Cert Count	Value Each	Agg. Cert Value

Effect of Potential Freeze

From: [Dropdown] Thru: [Dropdown]

Year	Month	Value Each	Agg. Cert Value

Evaluate Cashflow Impact Waitlist Management

Select the fiscal year from the list of values.
Count: *0 <List>

Figure 68 – Categories/Priorities (3 of 3)

The screenshot shows the 'Waitlist Management' pop-up window. At the top, there's a 'Select Restriction' button and a 'State Funded' checkbox. Below this, the 'Fiscal Year' is set to 2001, and the 'Local Agency' is '07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH'. The 'Start Date' and 'End Date' fields are present. The main section is titled 'Wait List Management Criteria to be met prior to termination' and contains three input fields: 'Maximum Days Active on list' (180), 'Minimum Contacts to exclude' (3), and 'Days Allowed for response' (20). An 'OK' button is located below these fields. At the bottom of the pop-up, there are two buttons: 'Evaluate Cashflow Impact' and 'Waitlist Management'. A status bar at the very bottom indicates 'Record: 1/1' and provides keyboard shortcuts '<OSC>' and '<DBG>'. A small instruction at the bottom left of the pop-up says: 'Press this button to close waitlist management window and return to the categories/priorities window.'

Figure 69 - Categories/Priorities (Wait List Mgmt Contact Info Pop-up)

1. Select the FFY from the LOV.
2. To select an existing restriction, click the Select Restriction button.
3. TAB to the Start Date field and enter a start date. The System defaults to the first date of the fiscal year, (October 1), or tomorrow's date if in the current fiscal year.
4. TAB to the End Date and enter the end date. The System defaults to the last day of the fiscal year.
5. TAB to the Local Agency LOV and select the Local Agency to restrict the selection to only that Local Agency.
6. TAB to the Category field and select from the LOV the category that is to be restricted.
7. TAB to the Priority field and select from the LOV the priority that corresponds to the category to be restricted.
8. Execute the query to view the Reductions from Certifications and the Effects of Potential Freeze data displayed by the AIM System.
9. Click the Evaluate Cashflow Impact push button to view a copy of the current Cashflow spreadsheet adjusted to reflect the financial impact of the change in participation for each of the months displayed.
10. Click the Waitlist Management button to view the Waitlist Management pop-up window.
11. This pop-up window is display only. The System displays: the Maximum days Active on List, the Maximum Contacts to exclude, and the Days Allowed for responses.
12. Click OK to exit this pop-up window and return to the WIC Categories/Priorities window.
13. Click the Save icon to save the data.

Figure 66 - Categories/Priorities (1 of 3)

Fields

Evaluation Period:

Fiscal Year – Identifies the year applicable to the record. This field is mandatory.

Start Date – This field defaults to the current month of the Federal Fiscal Year, but can be overridden by the user. This field is mandatory.

End Date - The end date of the evaluation period. This field is mandatory. Should be within the financial year and greater than the current date. This value will default to the September 30 of the fiscal year entered.

Local Agency – This field allows the user to restrict selection to a specific Local Agency. This field is mandatory.

Category - The category on which the restriction is imposed. This field is mandatory. A list of values is available.

Priority - The priority on which the restriction is imposed. This field is mandatory. A list of values is available.

Reductions From Certifications:

Year - The calendar year for the fiscal year of the certification end date. This field is display only.

Month - The calendar month of the certification end date.

Cert. Count – The number of unduplicated certification end dates that come due in the fiscal month being evaluated that are of the above category and priority combination. This field is display only.

Agg. Cert Count - If a previous month exists for the category/priority combination in the month and fiscal year indicated then, the aggregate reduction is the value of ‘Agg Cert Count’ (from the previous month) + the value of ‘Reduction’ in the current month otherwise the aggregate reduction is the value of ‘Reduction Count’ in the current month. This field is display only.

Value Each - The estimated cost (value) of the certification to the WIC Program for the month indicated.

Agg. Cert Value – This field is the result of ‘Agg. Cert Count’ times “Value Each.”

Effect of Potential Freeze:

From - The original Start Date of the evaluation period selected by the user from the pop-list. This field is display only.

Thru - The original End Date of the evaluation period selected by the user from the pop-list. This field is display only.

Year - The calendar year of the selected period for which restriction already imposed. This field is display only.

Month - The calendar month of the year for which restrictions are already imposed. This field is display only.

Due for Cert – Number of certifications in wait-list status for the selected period of time. This field is display only.

Terminations – Number of certifications that will terminate within the selected period of time. This field is display only.

Push Button(s)

Select Restriction – By clicking this button, a window is presented to permit the user to choose from existing restrictions. Highlighting an existing restriction auto fills the fields for the evaluation period section.

Evaluate Cashflow Impact - When the user presses the button to “Evaluate Cashflow Impact” an analysis takes place to assist the user in determining the effect (module result) of the financial impact of the change in participation (Reduction) for each of the months displayed that are to be frozen in the form. This is done by posting appropriate changes to the financial tables and then presenting the Cashflow Spread table form in the query only mode. When the user dismisses the Cashflow spread table form, the posted transactions are rolled back. The user can perform these steps as many times as necessary until the desired financial impact is achieved.

Waitlist Management - When pressed waitlist management criteria is displayed in separate window.

Figure 67 - Categories/Priorities (2 of 3)

Fields

Effect of Potential Freeze

Agg. Cert Count – If a previous month exists for the category/priority combination in the month and fiscal year indicated, the aggregate reduction is the value of ‘Agg. Cert Count’ from all previous months in that fiscal year plus the value of Reduction in the current month. This field is display only.

Value Each – The estimated pre-rebate food package cost (value) of the certification to the WIC Program for the month indicated. This field is display only.

Figure 68 – Categories/Priorities (3 of 3)

Effect of Potential Freeze

Agg. Cert Value – ‘Agg. Cert Count’ times value each. This field is display only.

Figure 69 - Categories/Priorities (Wait List Mgmt Contact Info Pop-up)

Waitlist Management:

Maximum Days Active on List - The maximum number of days that a client will remain active on the wait list before automatic change of status to inactive. This field is display only.

Minimum Contacts to Exclude - The minimum number of contact attempts that must be made to notify a client on the wait list that an opportunity exists to provide service. This field is display only.

Days Allowed for Response - The number of days that a client has to respond to a contact attempt to notify that an opportunity to provide service is available. This field is display only.

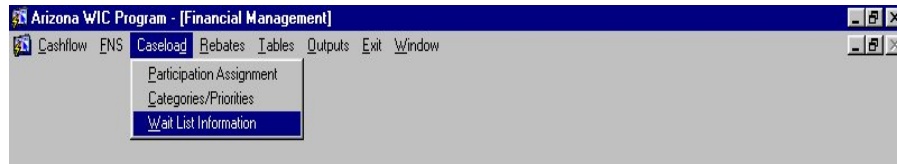
Push Button(s)

OK - Clicking this button closes the Wait List Management Criteria Window.

Maintain Wait List Information

To Maintain Wait List Information:

1. Click Caseload on the Financial Management main menu.
2. Click Wait List Information as shown below:



The Wait List Information Window is displayed:

Criteria

Local Agency:

Clinic:

☒ Active ☐ Inactive ☐ All

Results

Active Flag	Part. ID	Contact Info.	Priority	Date On Wait List	Date Medical Data Taken	Date Income Last Documented	Hand
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					

Select the Local Agency from the list of values.
Count: "0" <List>

Figure 70 - Wait List Information Screen (1 of 3)

Criteria

Local Agency:
 Clinic:

☒ Active ☐ Inactive ☐ All

Results

Active Flag	Part. ID	Contact Info.	First Name	MI	MI	Phone Number	Category
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					
<input type="checkbox"/>		Contact Info.					

Select the Local Agency from the list of values.
Count: *0 <List>

Figure 71 - Wait List Information Screen (2 of 3)

Criteria

Local Agency:
 Clinic:

☒ Active ☐ Inactive ☐ All

Results

Active Flag	Part. ID	Contact Info.	Category	Comment
<input type="checkbox"/>		Contact Info.		
<input type="checkbox"/>		Contact Info.		
<input type="checkbox"/>		Contact Info.		
<input type="checkbox"/>		Contact Info.		
<input type="checkbox"/>		Contact Info.		
<input type="checkbox"/>		Contact Info.		
<input type="checkbox"/>		Contact Info.		
<input type="checkbox"/>		Contact Info.		

Select the Local Agency from the list of values.
Count: *0 <List>

Figure 72 – Wait List Information Screen (3 of 3)

Wait List Information

The purpose of this window is to facilitate caseload management at the Local Agency level. When a local agency reaches a caseload allocation level, they may want to certify participants and

place them on a wait list. This window provides the ability to document results of, and attempts to, contact a participant when an opportunity to serve them occurs. It does not allow for clients to be added to the wait list.

Review Client Wait List Information

1. Select the Local Agency and/or Clinic from the LOV to restrict the selection to those values.
2. Select the radio button corresponding to the participant records to display: active, (currently eligible to receive WIC benefits), inactive (currently not eligible to receive WIC benefits), or all (view both active and inactive client records). The System defaults to Active records.
3. Click the Participant ID field to view active, inactive or all clients, based on the radio button selected. Information is displayed such as: Priority, Date on Wait List, Date Medical Data Taken, Date Income Documented, Name, Phone Number, Category. This information is brought forward from the certification module. The Active Flag checkbox is marked if the participant is considered active on the wait list.
4. Click the Contact Info. push button to view the Contact Info. pop-up window.
5. The Contact Date is the date the contact or an attempt to contact is made. The AIM System defaults the field to today's date, but it may be overwritten.
6. TAB to the Contact Method field and select the method used for the contact or contact attempt.
7. TAB to the Client Response field and select the response or the result.
8. Click or TAB forward to the Comments field, to add any comments about the participant.

Record a Client Contact

1. Select the Local Agency from the LOV.
2. Select the Clinic from the LOV.
3. Click the Active, Inactive, or All radio button to view the records of participants who are active, (currently eligible to receive WIC benefits), inactive (currently not eligible to receive WIC benefits), or all (view both active and inactive client records).
4. Click the Participant ID field to view active, inactive or all clients, based on the radio button selected. Information is displayed such as: Priority, Date on Wait List, Date Medical Data Taken, Date Income Documented, Name, Phone Number, Category. This information is brought forward from the certification module.
5. Click or TAB forward to the Comments field, to add any comments about the participant.
6. Click the Contact Info. push button to record information about contacting the client. The System will display the Contact Info pop-up window:

Arizona WIC Program - [Wait List Information]

File Edit Item Record Query Window Help

Criteria

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH

Clinic: 16 CHANDLER WIC

Results

Contact Info.

Active Flag	Part ID	Contact Date	Contact Method	Client Response
<input checked="" type="checkbox"/>	16070691075	07/23/2000		
<input checked="" type="checkbox"/>	16070690970			
<input checked="" type="checkbox"/>	16070691004			
<input checked="" type="checkbox"/>	16070691002			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Comment:

OK

Enter the Date the Wait List Contact was made.
Record: 1/1

Figure 73 Wait List Information (Contact Info Push Button)

7. Clicking the Contact Date field automatically populates the field with today's date. The System does not allow the user to enter a date that is prior to today's date, and does not allow any updates to records occurring prior to today's date.
8. TAB to the Contact Method field and select the method used for the contact or the contact attempt.
9. TAB to the Client Response field and select the response or the result of the contact.
10. TAB to the Comment field and enter any comments for this record, if desired.
11. Click the Save icon on the toolbar to save the Contact Info. data.
12. Click the OK button to close the pop-up and return to the WIC Wait List Information window.
13. The System will ask if the user desires to save these changes.
14. Click on 'Yes' or 'No' to indicate whether to save these changes. If the participant response is recorded as a positive response and the record is saved, the participant is removed from the active wait list status and recorded as inactive. This is because the participant will be receiving WIC benefits and is no longer on the wait list. The System only allows the user to take a participant from an active status to an inactive status based on a positive participant response recorded in the Contact Info. pop-up window. If the required number of negative responses from the participant are recorded within the State-mandated time frames, the participant is automatically be moved from the active status to the inactive status and a termination notice is produced via the End-of-Day process.

Figure 70 - Wait List Information Screen (1 of 3)

Fields

Local Agency - The user selects from a drop-down list the local agency for which the wait list applies. This field is optional.

Clinic - The user selects a clinic from the list of values here. This field is optional.

Part. ID - The field contains the participant identification number for which the record applies. This field is display only.

Priority – The priority for the participant. This field serves as the primary sorting mechanism to establish participants on the wait list. This field is display only.

Date On Wait List - Date on which the client was put on the wait list. This field is display only.

Date Medical Data Taken - The date on which the medical data was taken. This field is display only.

Date Income Documented – The date on which the income data was taken. This field is display only.

Last Name - The last name for the participant. This field is display only.

Radio Buttons

Active - This button when selected indicates that participants listed are active members on the Wait List and as such are entitled to consideration for program services when they become available.

Inactive – This button when selected indicates that participants is an inactive member on the Wait List and may not be entitled to program services when they become available. Only inactive members are retrieved for display.

All – This button when selected indicates that participants listed are both active and inactive members on the Wait List.

Check Boxes

Active Flag - This box, when checked, indicates that the participant is an active member on the Wait List and as such entitled to consideration for program services when they come available.

Push Button

Contact Info – Clicking this push button brings up the Contact Info pop-up that lists the contact attempts made, including contact date, contact method, participant response, and comment.

Figure 71 - Wait List Information Screen (2 of 3)

Fields

First Name - The first name for the participant. This field is display only.

MI1 - The middle initial for the participant. This field is display only.

MI2 - The second middle initial for the participant. This field is display only.

Phone Number – The primary phone number for the participant. This field is display only.

Category - The category for the participant. This field is display only.

Figure 72 – Wait List

Fields

Comment - Comments can be added here. This field is optional.

Figure 73 Wait List Information (Contact Info Push Button)

Fields

Contact Date - The date the participant was last contacted or an attempt was made to contact. This field is mandatory.

Contact Method - The user selects the method that was used for the last contact or an attempt to contact. This field is mandatory.

Participant Response - The response or result of the contact attempt identified by this record. This field is mandatory.

Comment - Comments can be added here. This field is optional.

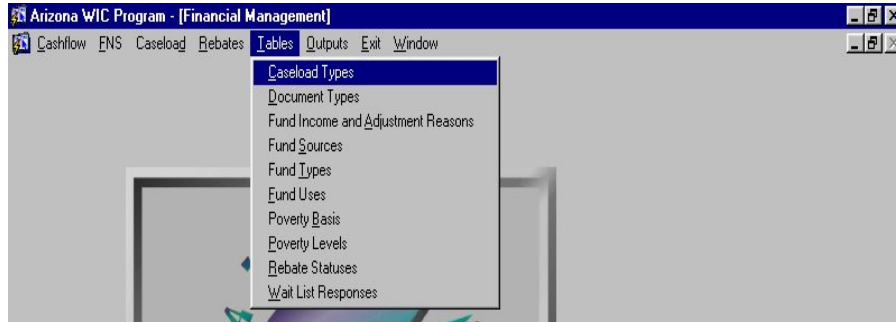
Push Button(s)

OK - Closes the Contact Info. pop-up and returns the user to the WIC Wait List Information window.

Maintaining Caseload Types

To Maintain Caseload Types:

1. Click Tables on the Financial Management main menu.
2. Click Caseload Types as shown:



The Maintain Caseload Types window is displayed:

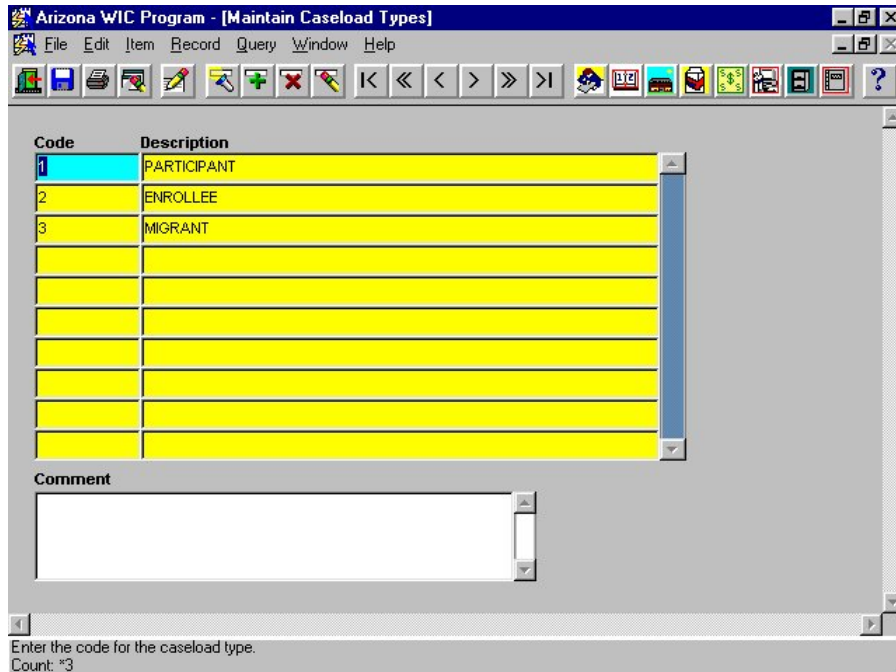


Figure 74 - Maintain Caseload Types

Add a Caseload Type

1. The System defaults the cursor to highlight the code number in the first entry in the Code field. The System also displays the Description and any existing Comments for the Caseload Type.
2. Click the Insert Record icon on the toolbar. The System creates a blank space under the Code and Description fields for you to add a new Caseload Type.
3. In the Code field, enter a number for the new Caseload Type to be added. If the number chosen is already in use for another Caseload Type, the System displays a pop-up window indicating: "Row already exists with same Code." Click on the OK button, delete the Code number inserted, and enter a different number.
4. TAB to the Description field and enter the description of the new Caseload Type
5. TAB to the Comment field and enter any applicable comments.
6. Click the Save icon to save the data.

Update a Caseload Type

1. Press the F7 key or click Query icon.
2. The cursor moves to the first blank under the Code fields.
3. In the appropriate field, enter either the Code or the Description for the Caseload Type being updated.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to this Caseload Type.
6. Update Caseload Type as needed (*Note: The System will not allow updates to the Code itself. If attempted, the System will indicate: "Field is protected against update"*)
7. Click the Save icon to save the data.

Delete a Caseload Type

1. Press the F7 key or click Query icon.
2. The cursor moves to the first blank under the Code fields.
3. In the appropriate field, enter either the Code or the Description for the Caseload Type being deleted.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to this Caseload Type.
6. Verify that the Code, Description, and Comment information being displayed now are the ones to be deleted. Then, click the Remove Record icon. The System deletes the record from the screen, leaving the fields blank.
7. Click the Save icon. The System displays a pop-up window indicating: "Transaction Completed." Click the OK button and a Caseload Type has successfully been deleted.
8. To verify that the deletion has worked successfully, repeat steps 1-3 above. If the deletion was successful, after pressing the F8 key, the System will display the following error message in a pop-up window: "Query caused no records to be retrieved. Re-enter."

Figure 74 - Maintain Caseload Types

Fields

Code - The code associated with the Caseload Type. This field is mandatory.

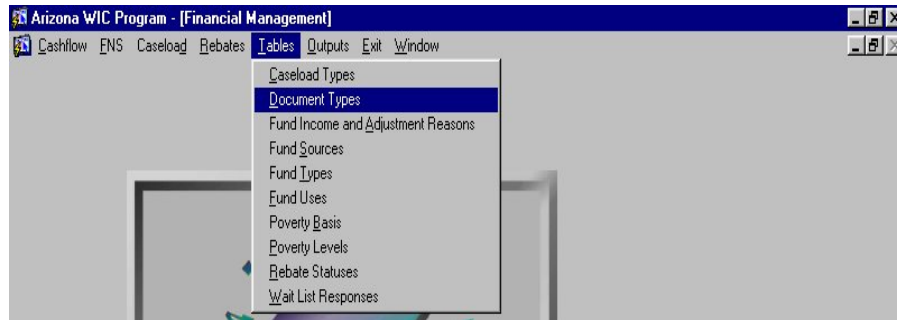
Description - The user creates the descriptions of Caseload Types here. This field is mandatory.

Comment - The comment for each document type. This field is optional.

Maintaining Document Types

To Maintain Document Types:

1. Click Tables on the Financial Management main menu.
2. Click Document Types as shown below:



The Maintain Document Types window is displayed:

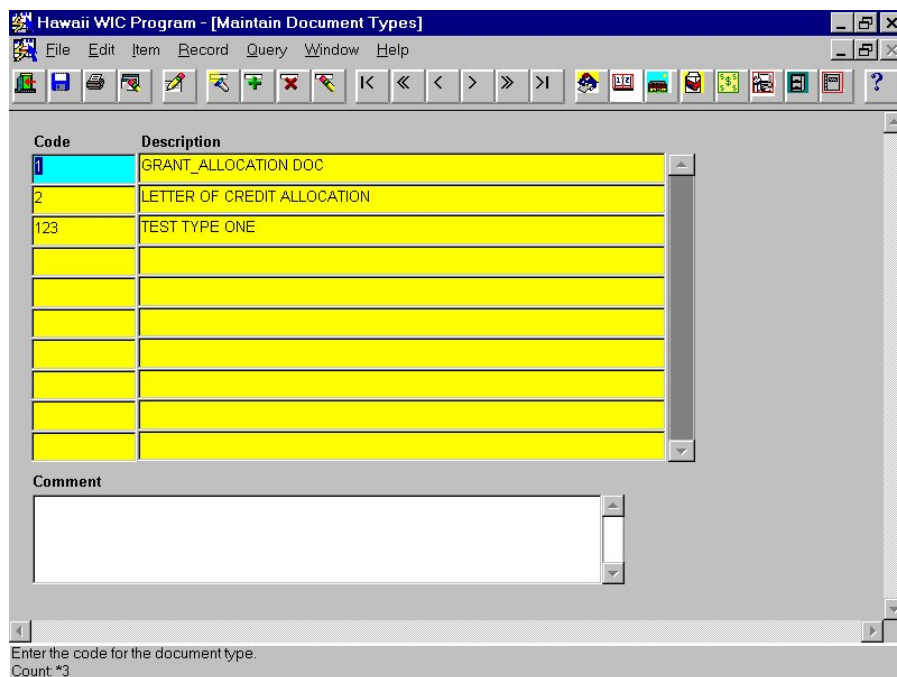


Figure 75 Maintain Document Types

Add a Document Type

1. The System defaults the cursor to highlight the code number in the first entry in the Code field. The System also displays the Description and any existing Comments for the Document Type.

2. Click the Insert Record icon on the toolbar. The System creates a blank space under the Code and Description fields to add a new Document Type.
3. In the Code field, enter a number for the new Document Type to be added. If the number chosen is already in use for another Document Type, the System displays a pop-up window indicating: "Row already exists with same Code." Click the OK button, delete the Code number inserted, and enter a different number.
4. TAB to the Description and enter the description of the new Document Type.
5. TAB to the Comment field and enter any applicable comments.
6. Click the Save icon to save the data.
7. The System displays a pop-up window indicating: "Transaction Completed."
8. Click the OK button and a new Document Type has been successfully added to the System.

Update a Document Type

1. Press the F7 key or click Query icon.
2. The cursor moves to the first blank under the Code fields.
3. In the appropriate field, enter either the Code or the Description for the Document Type being updated.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to this Document Type.
6. Update Document Type as needed (*Note: The System will not allow updates to the Code itself. If attempted, the System will indicate: "Field is protected against update."*)
7. Click the Save icon to save the data.
8. The System displays a pop-up window indicating: "Transaction Completed."
9. Click the OK button and the Document Type has successfully been updated.

Delete a Document Type

1. Press the F7 key or click Query icon.
2. The cursor moves to the first blank under the Code fields.
3. In the appropriate field, enter either the Code or the Description for the Document Type being deleted.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to this Document Type.
6. Verify that the Code, Description, and Comment information being displayed now are the ones to be deleted. Then, click the Remove Record icon. The System deletes the record from the screen, leaving the fields blank.
7. Click the Save icon. The System displays a pop-up window indicating: "Transaction Completed." Click the OK button and a Document Type has successfully been deleted.
8. To verify that the deletion has worked successfully, repeat steps 1-3 above. If the deletion was successful, after pressing the F8 key, the System will display the following error message in a pop-up window: "Query caused no records to be retrieved. Re-enter."

Figure 75 Maintain Document Types

Fields

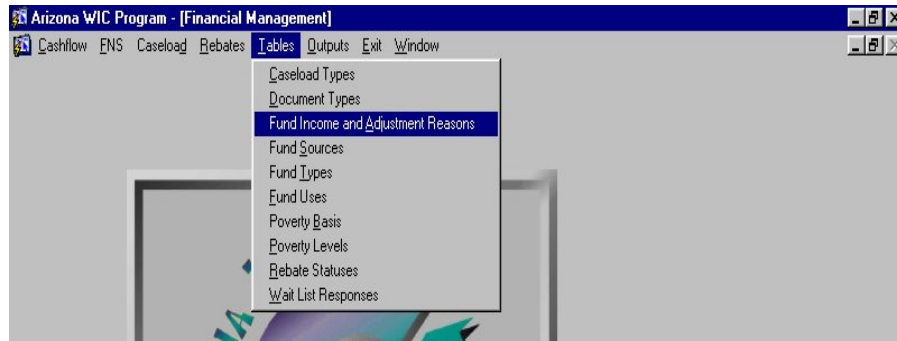
Code - The code associated with the document type. This field is mandatory.

Description - The user creates the descriptions of Caseload Types here. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

Maintaining Fund Income and Adjustment Reasons

To Maintain Fund Income and Adjustment Reasons:

1. Click Tables on the Financial Management main menu.
2. Click Fund Income and Adjustment Reasons as shown below:



The Maintain Fund Income and Adjustment Reasons window is displayed:

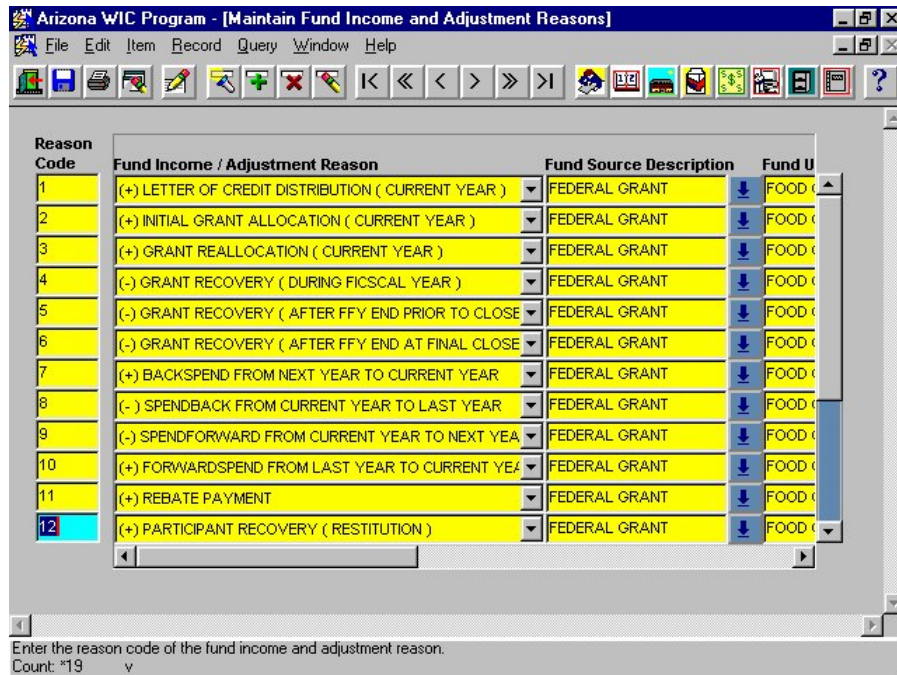


Figure 76 - Maintain Fund Income and Adjustment Reasons (1 of 2)

Reason Code	Fund Use Description	Spreadtable ?	Other Year ?	Comment
1	FOOD COST	INCLUDE	NONE	
2	FOOD COST	INCLUDE	NONE	
3	FOOD COST	INCLUDE	NONE	
4	FOOD COST	INCLUDE	NONE	
5	FOOD COST	INCLUDE	NONE	
6	FOOD COST	INCLUDE	NONE	
7	FOOD COST	INCLUDE	NONE	
8	FOOD COST	INCLUDE	NONE	
9	FOOD COST	INCLUDE	NONE	
10	FOOD COST	INCLUDE	NONE	
11	FOOD COST	INCLUDE	NONE	
12	FOOD COST	INCLUDE	NONE	

Figure 77 - Maintain Fund Income and Adjustment Reasons (2 of 2)

Add a Fund Income and Adjustment Reason

1. The System defaults the cursor to highlight the code number in the Reason Code field. The System also displays the Fund Income/Adjustment Reason, Fund Source Description, Fund Use Description, Spreadtable?, Other Year? and any existing Comments for the Fund Income and Adjustment Reason.
2. Click the Insert Record icon on the toolbar. The System creates a blank space in which to add the new Fund Income and Adjustment Reason.
3. In the Reason Code field, enter a number for the new Fund Income and Adjustment Reason to be added. If the number chosen is already in use for another Fund Income and Adjustment Reason, the System displays a pop-up window indicating: "Row already exists with same Code." Click on the OK button, delete the Reason Code inserted, and enter a different code.
4. TAB to the Fund Income/Adjustment Reason field and select the reason from the drop-down list.
5. TAB to the Fund Source Description field and select the description from the LOV.
6. TAB to the Fund Use Description field and select the description from the LOV.
7. TAB to the Spreadtable? field and select from the drop-down list.
8. TAB to the Other Year? field and select from the drop-down list.
9. TAB to the Comment field and enter any applicable comments
10. Click the Save icon on the toolbar to save the data.
11. The System displays a pop-up window indicating: "Transaction Completed."
12. Click the OK button and a new Fund Income and Adjustment Reason has been successfully added to the System.

Update a Fund Income and Adjustment Reason

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Reason Code field.
3. Enter either the Reason Code or any of the other field's information corresponding to the Fund Income and Adjustment Reason being updated.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to this Fund Income and Adjustment Reason.
6. Update Fund Income and Adjustment Reason as needed. (*Note: The System will not allow updates to the Reason Code itself. If attempted, the System will indicate: "Field is protected against update"*).
7. Click the Save icon to save the data.
8. The System displays a pop-up window indicating: "Transaction Completed."
9. Click the OK button and a Fund Income and Adjustment Reason has successfully been updated.

Delete a Fund Income and Adjustment Reason

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Reason Code field.
3. Enter either the Reason Code or any of the other field's information corresponding to the Fund Income and Adjustment Reason being deleted.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any information corresponding to that Fund Income and Adjustment Reason.
6. Verify that the information being displayed now are the ones to be deleted. Then, click the Remove Record icon. The System deletes the record from the screen, leaving the fields blank.
7. Click the Save icon. The System displays a pop-up window indicating: "Transaction Completed."
8. Click the OK button and a Fund Income and Adjustment Reason has successfully been deleted.
9. To verify that the deletion has worked successfully, repeat steps 1-4 above. If the deletion was successful, after pressing the F8 key, the System displays the following error message in a pop-up window: "Query caused no records to be retrieved. Re-enter."

Figure 76 - Maintain Fund Income and Adjustment Reasons (1 of 2)

Fields

Reason Code - The code associated with the fund income and adjustment reason. This field is mandatory.

Fund Income/Adjustment Reason – The Fund Income and Adjustment Reasons description is chosen by the user from a static list. This defines how the application applies the funds, i.e. debit or credit. The ORACLE DBA creates this static list via ORACLE Designer. This field is mandatory.

Fund Source Description – The Fund Source Description is chosen from the LOV. This field is mandatory.

Figure 77 - Maintain Fund Income and Adjustment Reasons (2 of 2)

Fund Use Description - The Fund Use Description is chosen from the LOV. This field is mandatory.

Spread Table ? – Defines whether money from this fund is included in calculating in the Cashflow spreadsheet. This field is mandatory.

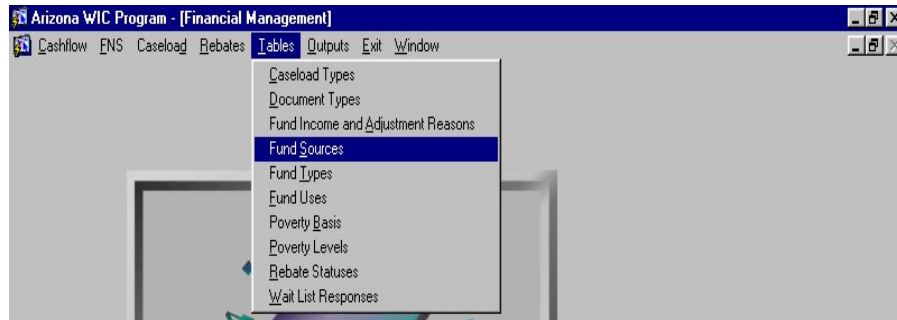
Other Year ? – Defines whether money from this fund impacts another year. This field is mandatory.

Comment – The user may provide any comments or remarks. This field is optional.

Maintaining Fund Sources

To Maintain Fund Sources:

1. Click Tables on the Financial Management main menu.
2. Click Fund Sources as shown below:



The Maintain Fund Sources window is displayed:

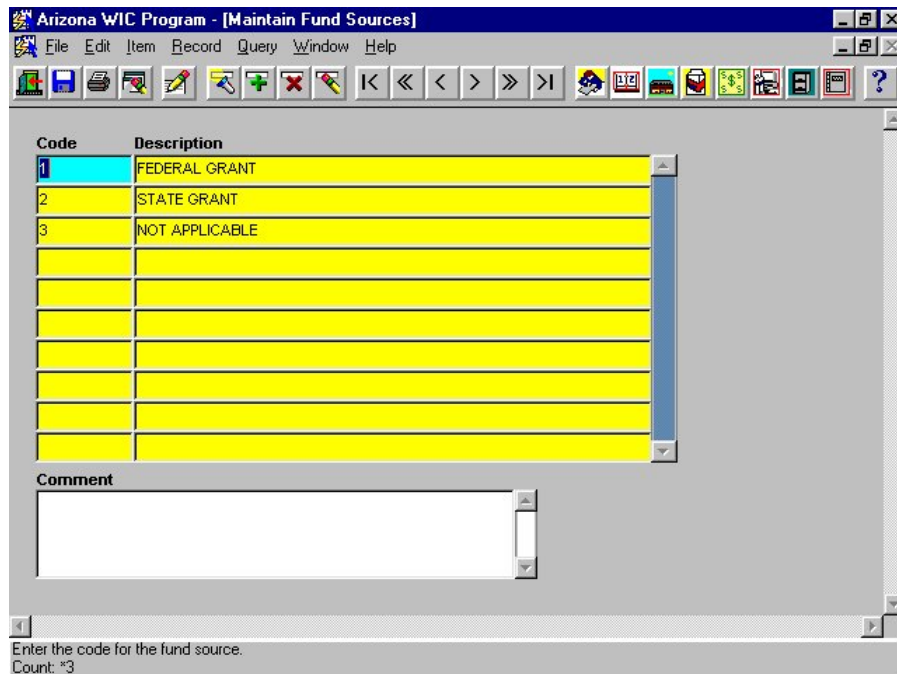


Figure 78 - Maintain Fund Sources

Add a Fund Source

1. The System defaults the cursor to highlight the code number in the first entry in the Code field. The System also displays the Description and any existing Comments for the Fund Source.

2. Click the Insert Record icon on the toolbar. The System creates a blank space under the Code and Description fields for you to add a new Fund Source.
3. In the Code field, enter a number for the new Fund Source to be added. If the number chosen is already in use for another Fund Source, the System displays a pop-up window indicating: "Row already exists with same Code." Click the OK button, delete the Code number inserted, and enter a different code.
4. TAB to the Description field and enter the description of the new Fund Source.
5. TAB to the Comment field and enter any applicable comments.
6. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
7. Click the OK button and a new Fund Source is successfully added into the System.

Update a Fund Source

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Code field.
3. Enter either the Code or the Description for the Fund Source being updated.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to this Fund Source.
6. Update the Fund Source as needed. Only the three (3) types of Description may be entered: Federal Grant, State Grant, or Not Applicable and they may only be added once. No other description is allowed. (*Note: The System will not allow updates to the Code itself. If attempted, the System will indicate: "Field is protected against update"*).
7. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
8. Click the OK button and a Fund Source has successfully been updated.

Delete a Fund Source

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Code field.
3. Enter either the Code or the Description for the Fund Source being deleted.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to the Fund Source.
6. Verify that the Code, Description, and Comment information being displayed now are the ones to be deleted. Then, click the Remove Record icon. The System deletes the record from the screen, leaving the fields blank.
7. Click the Save icon. The System displays a pop-up window indicating: "Transaction Completed."
8. Click the OK button and the Fund Source has successfully been deleted.
9. To verify that the deletion has worked successfully, repeat steps 1-4 above. If the deletion was successful, after pressing the F8 key, the System displays the following error message in a pop-up window: "Query caused no records to be retrieved. Re-enter."

Figure 78 - Maintain Fund Sources

Fields

Code - The code associated with this fund source. This field is mandatory.

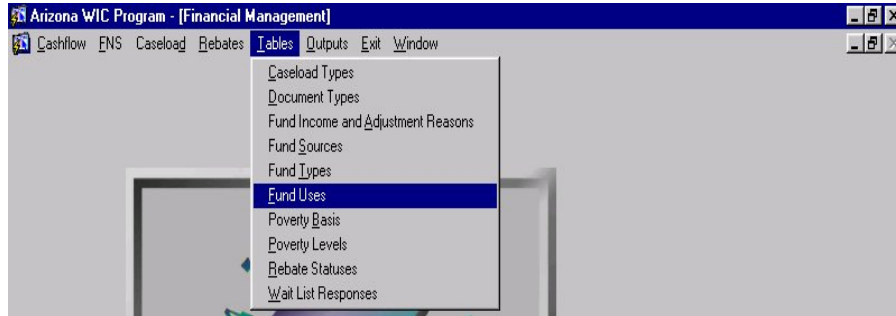
Description – The user enters the fund sources description here. This field is mandatory. The only options for description are Federal Grant, State Grant, or Not Applicable.

Comment - The user may provide any comments or remarks. This field is optional.

Maintaining Fund Uses

To Maintain Fund Uses:

1. Click Tables on the Financial Management main menu.
2. Click Fund Uses as shown below:



The Maintain Fund Uses window is displayed:

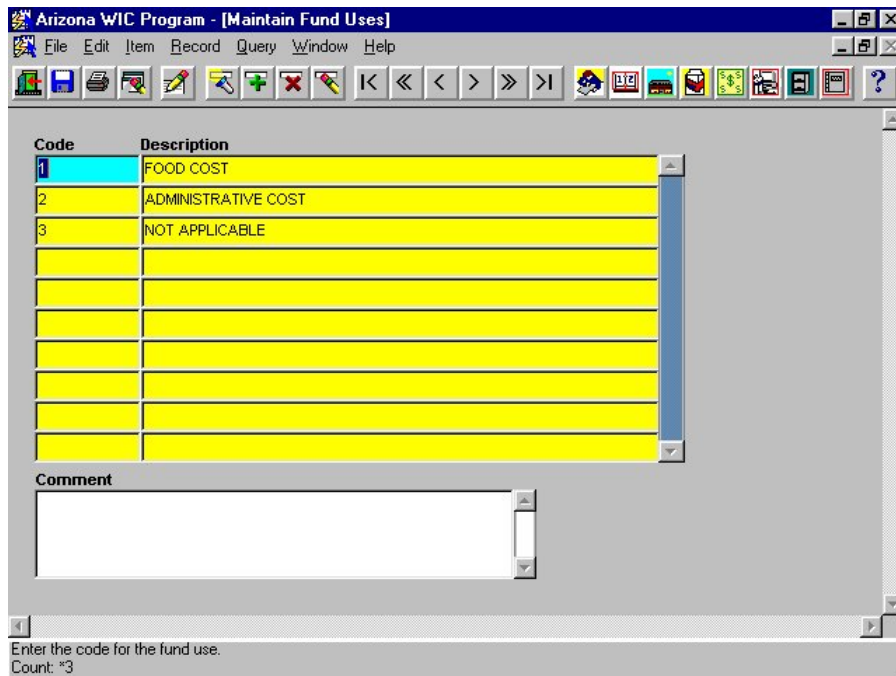


Figure 79 – Maintain Fund Uses

Add a Fund Use

1. The System defaults the cursor to highlight the code number in the first entry in the Code field. The System also displays the Description and any existing Comments for the Fund Use.
2. Click the Insert Record icon on the toolbar. The System creates a blank space under the Code and Description fields for you to add a new Fund Use.

3. In the Code field, enter a number for the new Fund Use to be added. If the number chosen is already in use for another Fund Use, the System displays a pop-up window indicating: "Row already exists with same Code." Click the OK button, delete the Code number inserted, and enter a different code.
4. TAB to the Description field and enter the description of the new Fund Use.
5. TAB to the Comment field and enter any applicable comments.
6. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
7. Click the OK button and a new Fund Use is successfully added into the System.

Update a Fund Source

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Code field.
3. Enter either the Code or the Description for the Fund Use being updated.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to this Fund Use.
6. Update the Fund Use as needed. (*Note: The System will not allow updates to the Code itself. If attempted, the System will indicate: "Field is protected against update."*)
7. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
8. Click the OK button and a Fund Use has successfully been updated.

Delete a Fund Source

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Code field.
3. Enter either the Code or the Description for the Fund Use being deleted.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to the Fund Use.
6. Verify that the Code, Description, and Comment information being displayed now are the ones to be deleted. Then, click the Remove Record icon. The System deletes the record from the screen, leaving the fields blank.
7. Click the Save icon. The System displays a pop-up window indicating: "Transaction Completed."
8. Click the OK button and the Fund Use has successfully been deleted.
9. To verify that the deletion has worked successfully, repeat steps 1-4 above. If the deletion was successful, after pressing the F8 key, the System displays the following error message in a pop-up window: "Query caused no records to be retrieved. Re-enter."

Figure 79 – Maintain Fund Uses

Fields

Code - The code associated with this fund use. This field is mandatory.

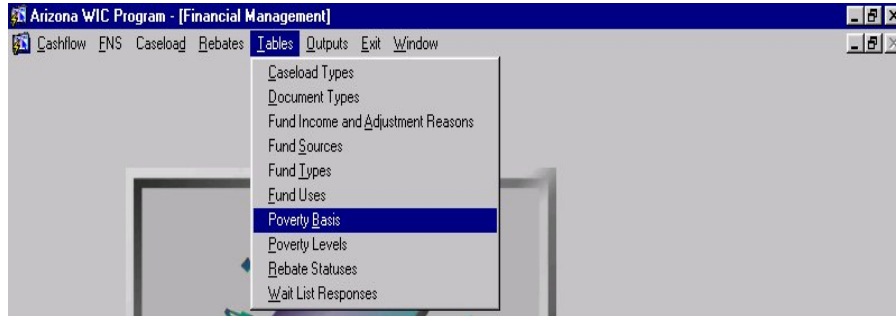
Description – The user enters the fund use description here. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Maintaining Poverty Basis

To Maintain Poverty Basis:

1. Click Tables on the Financial Management main menu.
2. Click Poverty Basis as shown:



The Maintain Poverty Basis window is displayed:

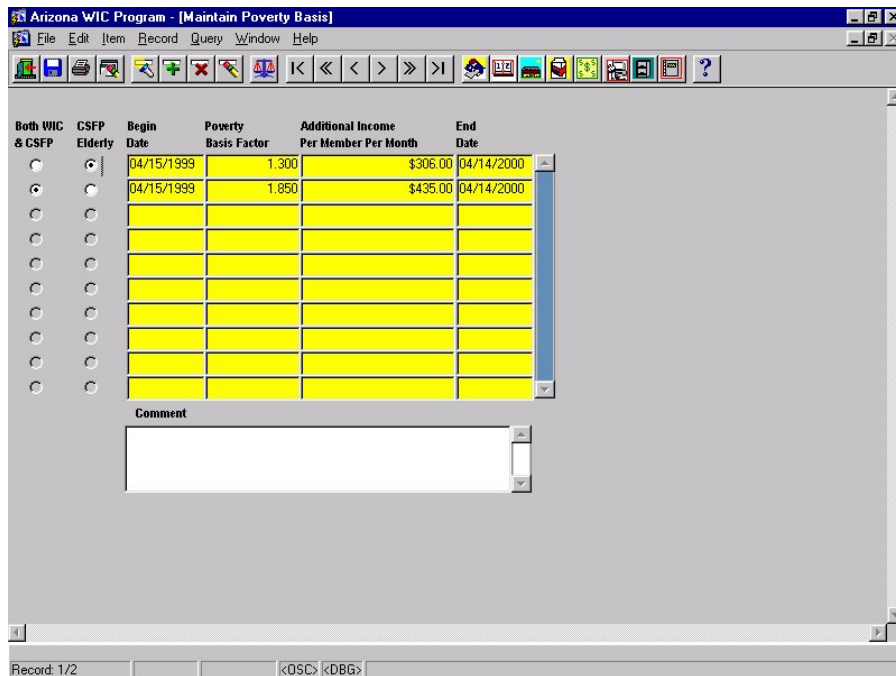


Figure 80 - Maintain Poverty Basis

Add a Poverty Basis

1. The System defaults the cursor to highlight the date in the first entry in the Begin Date field. The System also displays the Poverty Basis Factor, Additional Income Per Member Per Month and End Date fields.
2. The Begin Date field is protected and cannot be updated if on a code already in place.

3. Click in any empty Poverty Basis Factor field and enter the description.
4. TAB to the Additional Income Per Member Per Month and enter the dollar amount.
5. TAB to the End Date field and enter the ending date for this poverty basis.
6. Check the Both WIC & CSFP or the CSFP Elderly checkbox as appropriate.
7. TAB to the Comments field and enter any appropriate comments.
8. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
9. Click the OK button and a new Poverty Basis is successfully added into the System.

Update a Poverty Basis

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Begin Date field.
3. Press the F8 key. The System displays any Poverty Basis records.
4. TAB to the field(s) to be updated. Update as needed.
5. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
6. Click the OK button and the Poverty Basis has been updated.

Delete a Poverty Basis

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Begin Date field.
3. Press the F8 key. The System displays any Poverty Basis records.
4. TAB to the Poverty Basis to be deleted.
5. Click the Remove Record icon. The System deletes the record from the screen.
6. Click the Save icon. The System will display a pop-up window indicating: "Transaction Completed."
7. Click the OK button and the Poverty Basis has been successfully deleted.
8. To verify that the deletion worked successfully, repeat steps 1-3 above. If the deletion was successful, after pressing the F8 key, the deleted Poverty Basis is not found.

Figure 80 - Maintain Poverty Basis

Fields

Begin Date - The beginning date the Poverty Basis is effective. This field is mandatory.

Poverty Basis Factor – The user creates the Poverty Basis description here. This field is mandatory.

Additional Income Per Member Per Month – The dollar amount allowed over the Poverty Basis amount per family member. This field is used along with the maximum number of family members as defined in the static factors table to help determine income eligibility. This field is mandatory.

End Date - The ending date the described poverty basis is effective. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is mandatory.

Radio Buttons

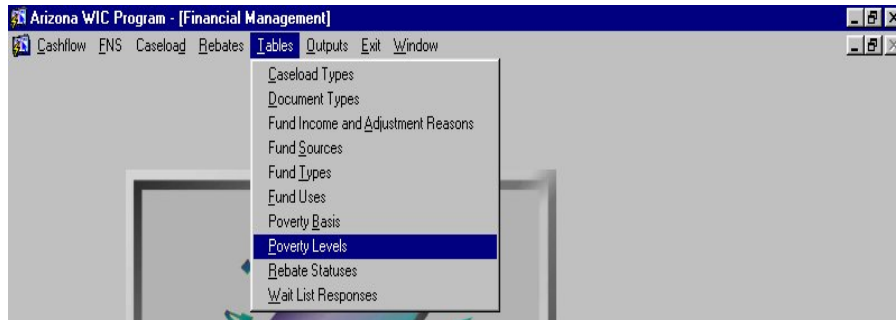
Both WIC & CSFP – If this box is checked, the information entered is applied to both the WIC and CSF Programs.

CSFP Elderly – If this box is checked, the information entered is applied only to the CSF Program.

Maintaining Poverty Levels

To Maintain Poverty Levels:

1. Click Tables on the Financial Management main menu.
2. Click Poverty Levels as shown:



The Maintain Poverty Levels window is displayed:

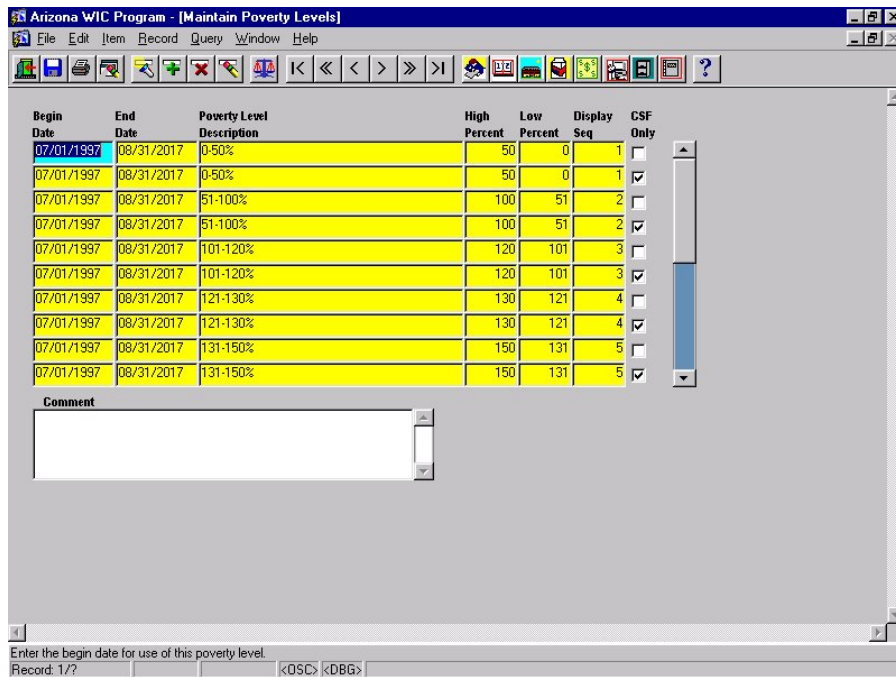


Figure 81 - Maintain Poverty Levels

Add a Poverty Level

1. The System defaults the cursor to highlight the date under the first entry in the Begin Date field.
2. Click the Insert Record icon on the toolbar. The System creates a blank row.

3. The System populates the Begin Date field with the first day of the following month.
4. TAB to the End Date field. The System populates this field with a date 20 years and 1 month after today's date. To change the default date, enter the new date in the following format: MM/DD/YYYY.
5. TAB to the Poverty Level Description field, and enter a new percentage range.
6. TAB to the High Percent field, and enter the high number of the percentage range.
7. TAB to the Low Percent field, and enter the low number of the percentage range.
8. TAB to the Display Seq field, and enter the number indicating where this poverty level should appear.
9. TAB to the Comments field and enter any appropriate comments.
10. Click the Save icon. The System displays a pop-up window indicating: "Transaction Completed."
11. Click the OK button and a new Poverty Level is successfully added into the System.

Update a Poverty Level

1. Click the Enter Query icon. The System automatically clears the fields on the screen.
2. The cursor moves to the first blank under the Begin Date field.
3. Press the F8 key. The System displays the Poverty Level records.
4. Update the fields as needed.
5. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
6. Click the OK button and the Poverty Level has been updated.

Delete a Poverty Level

1. Click the Enter Query icon. The System automatically clears the fields on the screen.
2. The cursor moves to the first blank under the Begin Date fields.
3. Press the F8 key. The System displays the Poverty Level records.
4. Click in the Begin Date field of the record you wish to delete and click the Remove Record icon. The System removes that Poverty Level information from the screen.
5. Click the Save icon. The System displays a pop-up window indicating: "Transaction Completed."
6. Click the OK button and the Poverty Level has successfully been deleted.
7. To verify that the deletion has worked successfully, repeat steps 1-3 above. If the deletion was successful, after pressing the F8 key, the deleted Poverty Level is not found.

Figure 81 - Maintain Poverty Levels

Fields

Begin Date - The beginning date the Poverty Level is effective. This field is mandatory.

End Date - The end date the Poverty Level is effective. This field is mandatory.

Poverty Level Description - The user creates The Poverty Level description here. This field is mandatory.

High Percent - The high level of percentage above the poverty level that delineates a group is created here. This field is mandatory.

Low Percent - The low level of percentage below the poverty level that delineates a group is created here. This field is mandatory.

Display Seq. - The sequence in which the levels are displayed. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is mandatory.

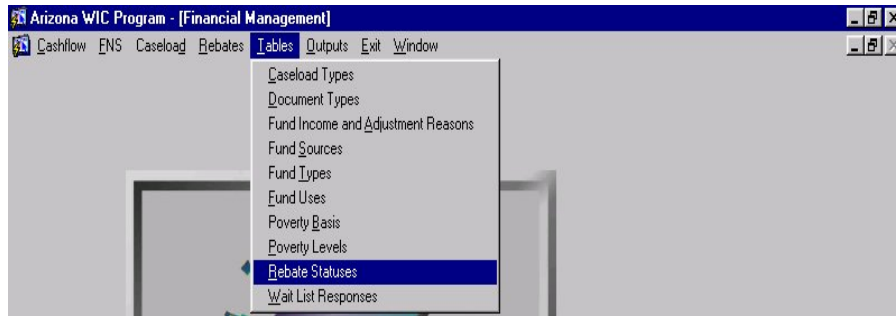
Check Box

CSF Only - This check box indicates the poverty level description and percents when Participants in the family are on CSF.

Maintaining Rebate Statuses

To Maintain Rebate Statuses:

1. Click Tables on the Financial Management main menu.
2. Click Rebate Statuses as shown:



The Rebate Statuses window is displayed:

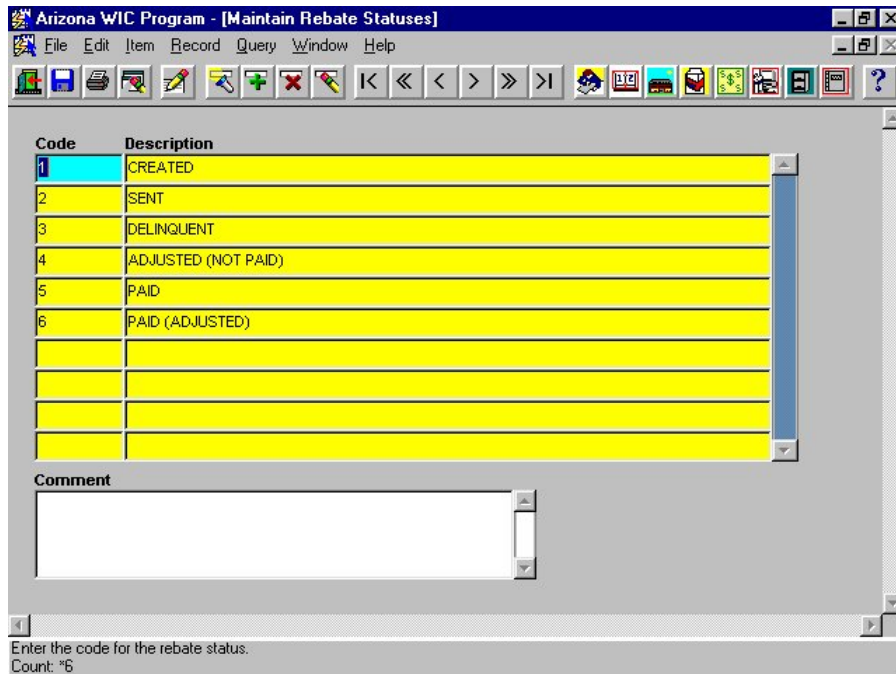


Figure 82 - Maintain Rebate Statuses

Add a Rebate Status

1. The System defaults the cursor to highlight the code number in the first entry in the Code field. The System also displays the Description and any existing Comment for the Rebate Status.
2. Click the Insert Record icon on the toolbar. The System creates a blank space under the Code and Description fields for you to add a new Rebate Status.

3. In the Code field, enter a number for the new Rebate Status to be added. If the number chosen is already in use for another Rebate Status, the System displays a pop-up window indicating: "Row already exists with same Code." Click on the OK button, delete the Code number inserted, and enter a different number.
4. TAB to the Description field and enter the description of the new Rebate Status.
5. TAB to the Comment field and enter any applicable comments.
6. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
7. Click the OK button and a new Rebate Status is successfully been added into the System.

Update a Rebate Status

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Code field.
3. Enter either the Code or the Description for the Rebate Status being updated.
4. Press the F8 Key or the Query icon to execute the query.
5. The System displays any known data corresponding to this Rebate Status.
6. Update the Rebate Status as needed. (*Note: The System will not allow updates to the Code itself. If attempted, the System will indicate: "Field is protected against update."*)
7. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
8. Click on the OK button and a Rebate Status has successfully been updated.

Delete a Rebate Status

1. Press the F7 key or click the Query icon.
2. The cursor moves to the first blank under the Code field.
3. Enter either the Code or the Description for the Rebate Status being deleted.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to the Rebate Status.
6. Verify that the Code, Description, and Comment information being displayed now are the ones to be deleted. Then, click the Remove Record icon. The System deletes the record from the screen, leaving the fields blank.
7. Click the Save icon. The System displays a pop-up window indicating: "Transaction Completed".
8. Click the OK button and a Rebate Status has successfully been deleted.
9. To verify that the deletion has worked successfully, repeat steps 1-4 above. If the deletion was successful, after pressing the F8 key, the System displays the following error message in a pop-up window: "Query caused no records to be retrieved. Re-enter."

Figure 82 - Maintain Rebate Statuses

Fields

Code - The user-entered code associated with the Rebate Status description. This field is mandatory.

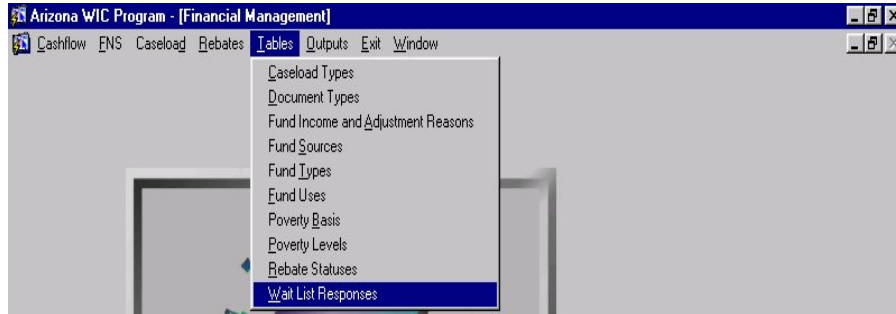
Description – The user creates the Rebate Status description here. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Maintaining Wait List Responses

To Maintain Wait List Responses:

1. Click Tables on the Finance Management main menu.
2. Click Wait List Responses as shown below:



The Wait List Responses Window is displayed:

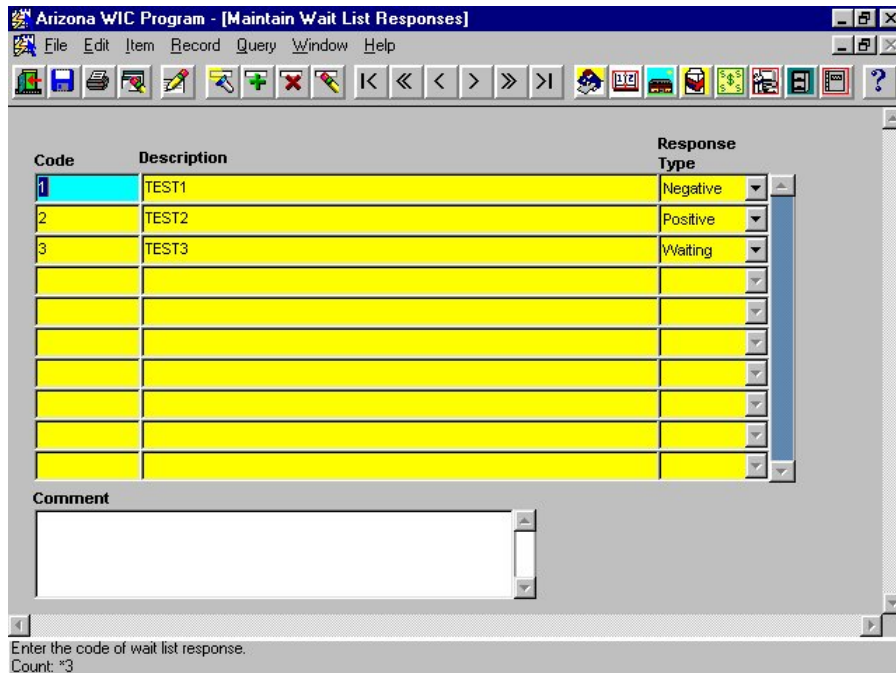


Figure 83 - Maintain Wait List Responses

Add a Wait List Response

1. The System defaults the cursor to highlight the code number in the first entry in the Code field. The System also displays the Description, Response Type and any existing Comments for the Wait List Response.
2. Click the Insert Record icon on the toolbar. The System creates a blank space under the Code, Description, and Response Type fields to add a new Wait List Response.

3. In the Code field, enter a number for the new Wait List Response to be added. If the number chosen is already in use for another Wait List Response, the System displays a pop-up window indicating: "This Wait List Response already exists." Click on the OK button, delete the Code number you inserted, and enter a different number.
4. TAB to the Description field and enter the description of the new Wait List Response.
5. TAB to the Response Type field and select a response from the drop-down list.
6. TAB to the Comment field and enter any applicable comments.
7. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
8. Click the OK button and a new Wait List Response is successfully added into the System.

Update a Wait List Response

1. Press the F7 key or click the Query icon on the toolbar.
2. The cursor moves to the first blank under the Code field.
3. Enter either the Code or the Description for the Wait List Response being updated.
4. Press the F8 key or the query icon to execute the query.
5. The System displays any known data corresponding to this Wait List Response.
6. Update the Wait List Response as needed. (*Note: The System will not allow updates to the Code itself. If attempted, the System will indicate: "Field is protected against update"*).
7. Click the Save icon to save the data. The System displays a pop-up window indicating: "Transaction Completed."
8. Click the OK button and the Wait List Response has successfully been updated.

Delete a Wait List Response

1. Press the F7 key or click the Query icon on the toolbar.
2. The cursor moves to the first blank under the Code field.
3. Enter either the Code or the Description for the Wait List Response being deleted.
4. Press the F8 key or the Query icon to execute the query.
5. The System displays any known data corresponding to the Wait List Response.
6. Verify that the Code, Description, and Response Type information being displayed now are the ones to be deleted. Then, click the Remove Record icon. The System deletes the record from the screen, leaving the fields blank.
7. Click the Save icon. The System displays a pop-up window indicating: "Transaction Completed."
8. Click the OK button and a Wait List Response has successfully been deleted.
9. To verify that the deletion has worked successfully, repeat steps 1-4 above. If the deletion was successful, after pressing the F8 key, the System will display the following error message in a pop-up window: "Query caused no records to be retrieved. Re-enter."

Figure 83 - Maintain Wait List Responses

Fields

Code - The user -entered code associated with the Wait List Response. This field is mandatory.

Description - The user-entered description for the Wait List Responses. This field is mandatory.

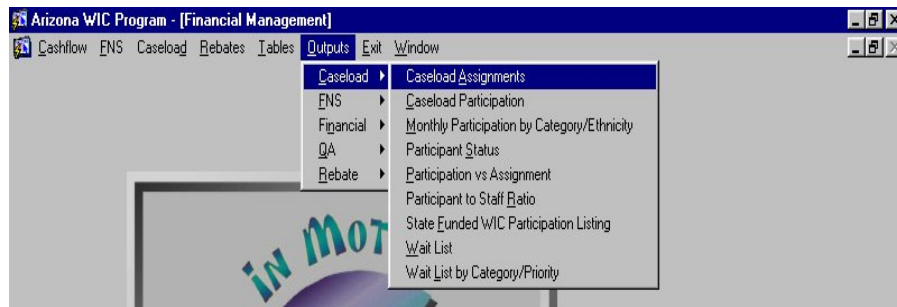
Response Type – The user selects the Response Type from a drop-down list, typical values are positive, negative and waiting. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Producing a Caseload Assignments Report

To Produce a Caseload Assignments Report:

1. Click Outputs on the Financial Management main menu.
2. Click Caseload.
3. Click Caseload Assignments as shown below:



The Caseload Assignment window is displayed:

A screenshot of the 'FR_CASELOAD_ASSIGN: Runtime Parameter Form' window. The window has a title bar with 'File Edit View Help' and a toolbar with icons for file operations and help. The main area contains the following text: 'Arizona Department of Health', 'WIC System', and 'Report: CASELOAD ASSIGNMENTS'. Below this, there are three input fields: 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text box, and 'Number of Copies:' with a text box containing '1'. At the bottom, there is a field for 'FFY:' with a text box.

Figure 84 - Caseload Assignments

Produce a Caseload Assignments Report

1. Click the down arrow in the Output Device field to activate the drop down box, then select to which output device the Caseload Assignments report should be sent by clicking once on that device name.

2. TAB to the Filename field. Enter the filename for the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the FFY field. Enter the Federal Fiscal Year of the report in the following format: YYYY.
5. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report Name: FR_CASELOAD_ASSIGN
Report Date: 07/21/2000

Arizona WIC Program
CASELOAD ASSIGNMENTS
FFY: 2000

Local Agency	% of State Average	2000 Feb	2000 Mar	2000 Apr	2000 May	2000 Jun	2000 Jul	2000 Aug	2000 Sep
07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH	5.00%	7500	7500	7500	7500	7500	7500	7500	7500
Actual Totals	5.00%	7500	7500	7500	7500	7500	7500	7500	7500

Sample Caseload Assignments Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 84 - Caseload Assignments

Fields

Output Device - The user may select (from a drop down list) display (window), file, or, printer. This field is required.

Filename - If file is selected (above), the directory and filename are entered. This file is optional.

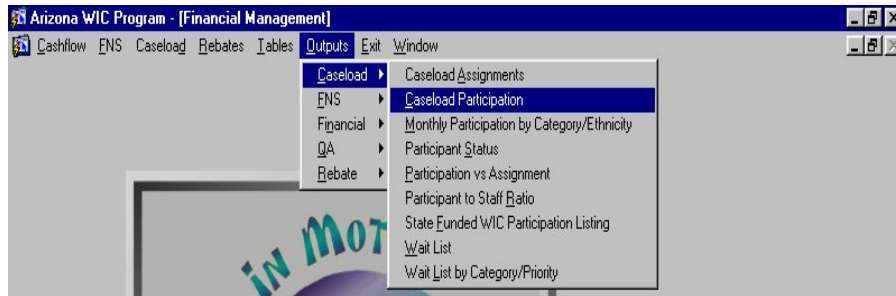
Number of Copies - If printer is selected (above) the number of copies desired is entered.

FFY - The Federal Fiscal Year for which the report is to be generated. This field is required.

Producing an Caseload Participation Report

To Produce an Actual Participation Report:

1. Click Outputs on the Financial Management main menu.
2. Click Caseload.
3. Click Caseload Participation as shown below:



The Actual Participation window is displayed:

A screenshot of the 'FR_CASELOAD_PARTCPTN: Runtime Parameter Form' window. The window has a title bar with the text 'FR_CASELOAD_PARTCPTN: Runtime Parameter Form'. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a help icon. The main area of the form is divided into three sections. The first section contains the text 'Arizona Department of Health' and 'WIC System'. The second section contains the text 'Report: ACTUAL PARTICIPATION'. The third section contains the following fields: 'Output Device:' with a dropdown menu showing 'Preview', 'Filename:' with a text input field, 'Number of Copies:' with a text input field containing '1', 'Issuance Participation Month:' with a dropdown menu showing 'OCT', and 'FFY:' with a text input field.

Figure 85 - Caseload Participation

Produce an Caseload Participation Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Caseload Participation report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.

3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Local Agency field. Select the Local Agency from the drop-down list.
5. TAB to the Clinic field. Select the Clinic from the drop-down list.
6. TAB to the Issuance Participation Month field. Select the issuance participation month of the report by clicking on the arrow to the right of the field.
7. TAB to the FFY field. Enter the Federal Fiscal Year of the report in the following format: YYYY.
8. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR_CASELOAD_PARTCPTN: Previewer

File View Help

Page: 19

Report Name: FR_CASELOAD_PARTCPTN Arizona WIC Program

Report Date: 07/21/2000 ACTUAL PARTICIPATION

Issuance Participation Month/Year: JAN 2000

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH Clinic: 16 CHANDLER WIC

Current Status						Child, Age 1	Child, Age 2	Child, Age 3	Child, Age 4
Priority 0									
Priority 1									
Priority 2									
Priority 3									
Priority 4									
Priority 5									
Priority 6									
Priority 7									
Total Participants	0	0	0	0	0	0	0	0	0
Total Migrant	0	0	0	0	0	0	0	0	0

Sample Caseload Participation Report

9. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
10. Click the Print icon to print the report.
11. Click the Close icon to exit the preview screen.
12. Click the New icon to view a new copy of the same preview screen.

Figure 85 - Caseload Participation

Fields

Output Device - The user may select (from a drop down list) screen, file, printer, or preview.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

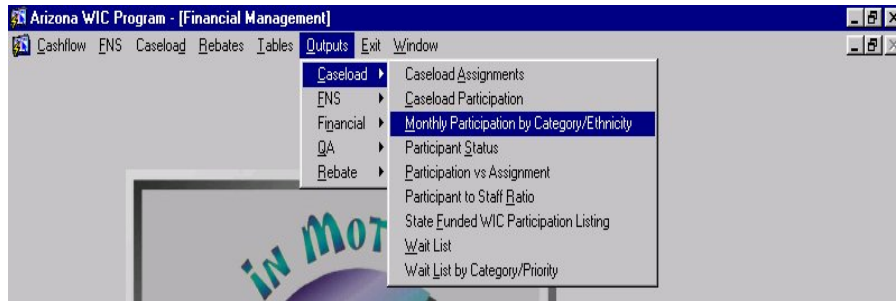
Issue Participation Month – This field limits the report to participants that were issued an FI in the selected month. This field is required.

FFY – This field limits the report to participants that were issued an FI in this Federal Fiscal Year. This field is required.

Producing a Monthly Participation by Category/Ethnicity Group Report

To Produce a Monthly Participation by Category/Ethnicity Group Report:

1. Click on Outputs on the Financial Management main menu.
2. Click Caseload. The sub-menu is displayed.
3. Click Monthly Participation by Category/Ethnicity Group Report as shown below:



The Monthly Participation by Category/Ethnicity Group Report window is displayed:

A screenshot of the 'FR_MON_PART_CAT_ETHN: Runtime Parameter Form' window. The form is titled 'Arizona Department of Health' and 'WIC System'. It displays the report name 'Report: Monthly Participation by Category & Ethnicity'. Below this, there are several input fields: 'Output Device' (a dropdown menu showing 'PREVIEW'), 'Filename' (a text box), 'Number of Copies' (a text box with '1'), 'Local Agency' (a dropdown menu showing 'ALL AGENCIES'), 'Clinic' (a dropdown menu showing 'ALL CLINICS'), 'Issuance Participation Month' (a dropdown menu showing 'OCT'), and 'FFY' (a text box). The form has a standard menu bar with 'File', 'Edit', 'View', and 'Help'.

Figure 86 - Monthly Participation by Category/Ethnicity Group

Produce a Monthly Participation by Category/Ethnicity Group Report

1. Click the down arrow in the Output Device field to activate the drop down box, then select to which output device the Monthly Participation by Category/Ethnicity Group report should be sent by clicking once on that device name.

2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Local Agency field. Select the Local Agency from the drop-down list.
5. TAB to the Clinic field. Select the Clinic from the drop-down list.
6. TAB to the Issuance Participation Month field. Select the issuance participation month of the report by clicking on the arrow to the right of the field.
7. TAB to the FFY field. Enter the Federal Fiscal Year of the report in the following format: YYYY.
8. If Display was selected as the output device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report Name: FR_MON_PART_CAT_ETHN Arizona WIC Program
Report Date: 07/21/2000 MONTHLY PARTICIPATION BY CATEGORY & ETHNICITY Page 1
Issuance Participation Month: FEB FFY: 2000
Local Agency: 07 Clinic: 16 Local Agency Name: MARICOPA COUNTY DEPT OF PUBLIC HEALTH

Current Status	IFF	IEN	IPW	C1	C2	C3	C4	EN	PN	P	PG1	PG2	Total	PCT
Black Enrolled													0	0%
Participating													0	0%
Non Participating													0	0%
White Enrolled													0	0%
Participating													0	0%
Non Participating													0	0%
Native Amer Enrolled													0	0%
Participating													0	0%
Non Participating													0	0%
Hispanic Enrolled													0	0%
Participating													0	0%
Non Participating													0	0%
Asian Enrolled													0	0%
Participating													0	0%
Non Participating													0	0%
Total Enrolled	0	0	0	0	0	0	0	0	0	0	0	0	0	
Participating	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non Participating	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Migrant Part	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Refugee Part	0	0	0	0	0	0	0	0	0	0	0	0	0	
Participation by Priority														
Priority 0													0	0%
Priority 1													0	0%
Priority 2													0	0%
Priority 3													0	0%
Priority 4													0	0%
Priority 5													0	0%
Priority 6													0	0%
Priority 7													0	0%
Total Chandler Wic	0	0	0	0	0	0	0	0	0	0	0	0	0	

Sample Monthly Participation by Category/Ethnicity Group Report

9. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
10. Click the Print icon to print the report.
11. Click the Close icon to exit the preview screen.
12. Click the New icon to view a new copy of the same preview screen.

Figure 86 - Monthly Participation by Category/Ethnicity Group

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

Local Agency – If specified, this field limits the report to participants that were issued an FI and belong to this local agency.

Clinic – This field limits the report to participants that were issued an FI and belong to this clinic.

Issue Participation Month – This field limits the report to participants that were issued an FI in the selected month. This field is required.

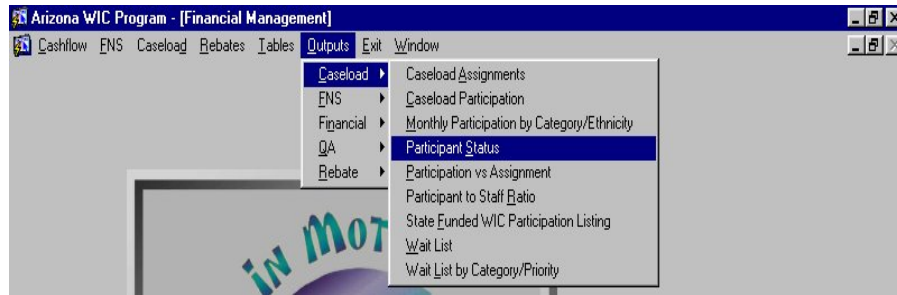
FFY – This field limits the report to participants that were issued an FI in this Federal Fiscal Year. This field is required.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

Producing a Participant Status Report

To Produce a Participant Status Report:

1. Click Outputs on the Financial Management main menu.
2. Click Caseload. The sub-menu is displayed.
3. Click Participant Status as shown below:



The Participant Status window is displayed:

A screenshot of the 'FR_PART_STAT: Runtime Parameter Form' window. The window has a title bar and a menu bar (File, Edit, View, Help). Below the menu bar is a toolbar with icons for file operations and help. The main area of the form is divided into three sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: PARTICIPANT STATUS'. The middle section contains 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text input field, and 'Number of Copies:' with a text input field containing '1'. The bottom section contains 'Access Dates From:' and 'Thru:' with text input fields.

Figure 87 - Participant Status

Produce a Participant Status Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Participant Status report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.

3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Access Dates From field and enter the beginning access date the report covers. This date should be formatted: MM/DD/YYYY.
5. TAB to the Thru field and enter the ending access date the report covers. This date should be formatted: MM/DD/YYYY.
6. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR_PART_STAT - Preview

File View Help

Page: 37

Report Name: FR_PART_STAT Arizona WIC Program
Report Date: 07/21/2000 PARTICIPANT STATUS Page 37
Access Dates From: 01/01/1998 Thru: 07/20/2000

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH Clinic: 16 CHANDLER WIC

# Enrolled	# Wait Listed (by Priority)							# Actual Participants	# Certified With EIC	# Children 5 Years To Become Ineligible	# Breastfeeding Women To Become Ineligible	# Postpartum Women To Become Ineligible		
	P1	P2	P3	P4	P5	P6	P7							
1319	0	0	0	0	20	0	0	1092				1		
# (I)-(C) Category Transfers	# of (I) Fully Breast Fed							# Participants Terminated Other Than Category Ineligible	# New Applicants Certified	# of Recertified Participants	Out of State Adds	#Infants 4th Month	#Infants 6th Month	#Children on Formula (3R1)
24	15							600	45	137	22	32	31	15

Participants Terminated for Reasons Other Than Categorical Ineligibility

Client ID	Name	Reason
160611240	SMITH, BABY	NOT RECERTIFIED. AUTO TERM FOR INFANT, CHILD, OR WOMAN
160690882	COMPLANCE, CLIENT2	CATEGORY CHANGE
160753642	HARROWER, GORDON	NOT RECERTIFIED. AUTO TERM FOR INFANT, CHILD, OR WOMAN
160768086	GFDGDFGDG, HDFGDFGD	ABUSE OR THREAT TO ANYONE CONNECTED TO WIC/CSF PROGRAM
1010000097	ASHE, TOMMY	ABUSE OR THREAT TO ANYONE CONNECTED TO WIC/CSF PROGRAM
1010000108	EAGLES, TONY	DUPLICATE RECORD
		CATEGORY CHANGE
		ERROR IN TERMINATION DATE
		SALE OR EXCHANGE OF FOOD OR FOOD INSTRUMENTS
16070339397	POWELL, EENIKE	ABUSE OR THREAT TO ANYONE CONNECTED TO WIC/CSF PROGRAM
16070339399	POWELL, MIKE JR	ABUSE OR THREAT TO ANYONE CONNECTED TO WIC/CSF PROGRAM
16070422879	GURNEY, TRACEY	NOT RECERTIFIED. AUTO TERM FOR INFANT, CHILD, OR WOMAN
16070422881	SMITH, KIRSTEN	NOT RECERTIFIED. AUTO TERM FOR INFANT, CHILD, OR WOMAN

Sample Participation Status Report

7. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
8. Click the Print icon to print the report.
9. Click the Close icon to exit the preview screen.
10. Click the New icon to view a new copy of the same preview screen.

Figure 87 - Participant Status

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

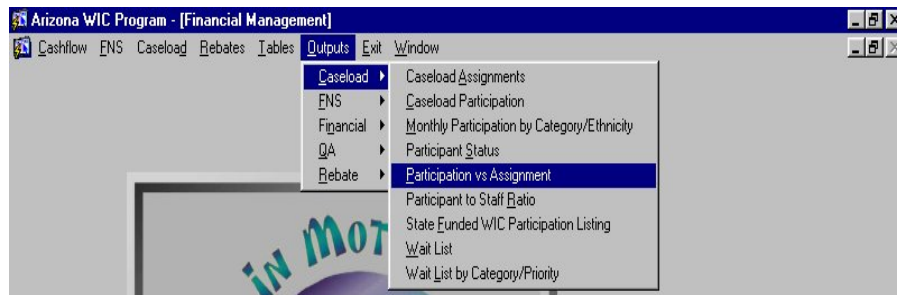
Number of Copies - If printer is selected (above), the number of copies desired is entered.

Access Date From/Thru - The range of dates upon which the report will filter data, excluding information not falling within the specified range.

Producing a Participation vs. Assignment Report

To Produce a Participation vs. Assignment Report:

1. Click Outputs on the Financial Management main menu.
2. Click Caseload. The sub-menu is displayed.
3. Click Participation vs. Assignment as shown:



The Participation vs Assignment Window is displayed:

A screenshot of the 'FR_PART_VS_ASSIGN: Runtime Parameter Form' window. The form is titled 'Arizona Department of Health' and 'WIC System'. It displays 'Report: PARTICIPATION VS. ASSIGNMENT'. Below this, there are fields for 'Output Device' (set to 'PREVIEW'), 'Filename' (empty), and 'Number of Copies' (set to '1'). Further down, there is a 'Level' dropdown menu set to '07 - MARICOPA COUNTY DEPT OF PUBLIC HEALTH' and an 'FFY' field (empty).

Figure 88 - Participation vs. Assignment

Produce a Participation vs. Assignment Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Caseload Assignments report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Low Target field and enter the minimum caseload percentage the State Agency wants to achieve on a monthly basis.
5. TAB to the High Target field and enter the maximum caseload percentage the State Agency wants to achieve on a monthly basis.
6. TAB to the Level field and enter either Detail and Summary or Summary only.
7. TAB to the FFY field. Enter the Federal Fiscal Year of the report in the following format: YYYY.
8. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR_PART_VS_ASSIGN: Previewer

File View Help

Page: 1

Report Name: FR_PART_VS_ASSIGN
Report Date: 07/23/2000

Arizona WIC Program
PARTICIPATION VS. ASSIGNMENT
MARICOPA COUNTY DEPT OF PUBLIC HEALTH
FFY: 2000

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH

	Feb 2000	Mar 2000	Apr 2000	May 2000	Jun 2000	Jul 2000	Avg. YTD
Count	0	0	0	0	0	0	0
Assignment	7,500	7,500	7,500	7,500	7,500	7,500	7,500.00
% Attained	0.00	0.00	0.00	0.00	0.00	0.00	N/A
% Increase	0.00	0.00	0.00	0.00	0.00	0.00	N/A

	Feb 2000	Mar 2000	Apr 2000	May 2000	Jun 2000	Jul 2000	Avg. YTD
Clinic: 01							0.00
Assignment						375	375.00
% Attained						0.00	N/A
% Increase						0.00	N/A

	Feb 2000	Mar 2000	Apr 2000	May 2000	Jun 2000	Jul 2000	Avg. YTD
Clinic: 02							0.00
Assignment						375	375.00
% Attained						0.00	N/A
% Increase						0.00	N/A

	Feb 2000	Mar 2000	Apr 2000	May 2000	Jun 2000	Jul 2000	Avg. YTD
							0.00

Sample Participation vs. Assignment Report

9. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
10. Click the Print icon to print the report.
11. Click the Close icon to exit the preview screen.
12. Click the New icon to view a new copy of the same preview screen.

Figure 88 - Participation vs. Assignment

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

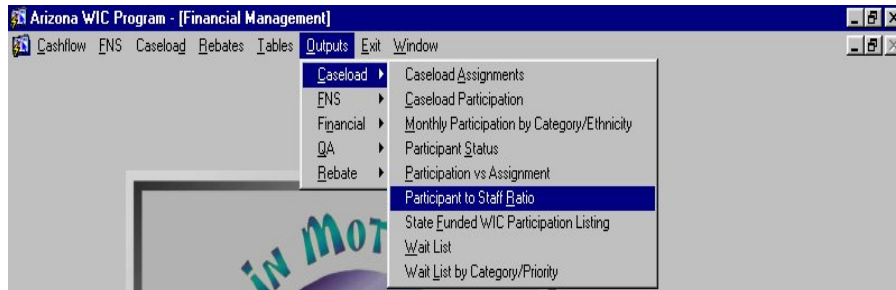
Level - The user can select which local agency to create the report for from this field.

FFY - The Federal Fiscal Year for which the report is to be generated.

Producing a Participant to Staff Ratio Report

To Produce a Participant to Staff Ratio Report:

1. Click Outputs on the Financial Management main menu.
2. Click Caseload. The sub-menu is displayed.
3. Click Participant to Staff Ratio as shown:



The Participant to Staff Ratio Window is displayed:

A screenshot of the 'FR_STAFF_PART_RATIO: Runtime Parameter Form' window. The form is titled 'Arizona Department of Health WIC System Report: PARTICIPANT TO STAFF RATIO'. It contains three main sections: 1. 'Output Device:' with a dropdown menu showing 'PRINTER'. 2. 'Filename:' with a text input field. 3. 'Number of Copies:' with a text input field set to '1'. Below these is a section for 'Issuance Participation Dates (MM/YYYY)' with 'From:' and 'Thru:' text input fields. The window has a standard menu bar (File, Edit, View, Help) and a toolbar with icons for file operations and help.

Figure 89 - Participant to Staff Ratio

Produce a Participant to Staff Ratio Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Caseload Assignments report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to given the report being generated.

3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Issuance Participation Dates (MM/YYYY) From field. Enter the from date in the following format: MM/YYYY.
5. TAB to the Thru field and enter the date in the following format: MM/YYYY.
6. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report Name: FR_STAFF_PART_RATIO Hawaii WIC Program
Report Date: 07/21/2000 PARTICIPANT TO STAFF RATIO
From: 01/1998 Thru: 07/2000

Local Agency 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH

Clinic	Average Participation per Month	Professional Total Ratio	Technical Total Ratio	Paraprofessional Total Ratio	Clerical Total Ratio
05 SUNNYSLOPE WIC	6.295	.00 .000	.00 .000	.00 .00	.00 .00
12 SEVENTH AVENUE WIC	1.338	.00 .000	.00 .000	.00 .00	.00 .00
16 CHANDLER WIC	5.275	1.00 .190	.00 .000	1.00 .19	.00 .00
18 GUADALUPE WIC	14.546	.00 .000	.00 .000	.00 .00	.00 .00
23 SOUTH PHOENIX WIC	14.357	.00 .000	.00 .000	.00 .00	.00 .00
Total LA:	41.812	.00 .000	1.00 .024	1.00 .024	.00 .00

Sample Participant to Staff Report

7. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
8. Click the Print icon to print the report.
9. Click the Close icon to exit the preview screen.
10. Click the New icon to view a new copy of the same preview screen.

Figure 89 - Participant to Staff Ratio

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

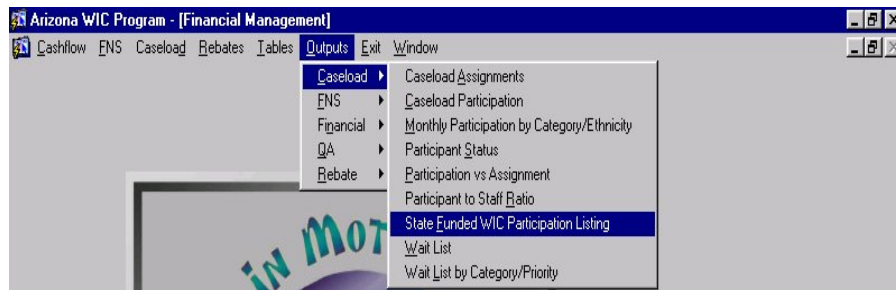
Issuance Participation Dates (Month/Year) From - The user may designate the date that the report is to be queried starting on.

Thru - The user may designate the date that the report is to be queried ending on.

Producing a State Funded WIC Participation Listing Report

To Produce a State Funded Participation Report:

1. Click Outputs on the Financial Management main menu.
2. Click Caseload. The sub-menu is displayed.
3. Click State Funded WIC Participation Listing as shown below:



The State Funded Participation Report window is displayed:

A screenshot of the 'FR_STATE_FUND_PART: Runtime Parameter Form' window. The form contains the following fields and controls:

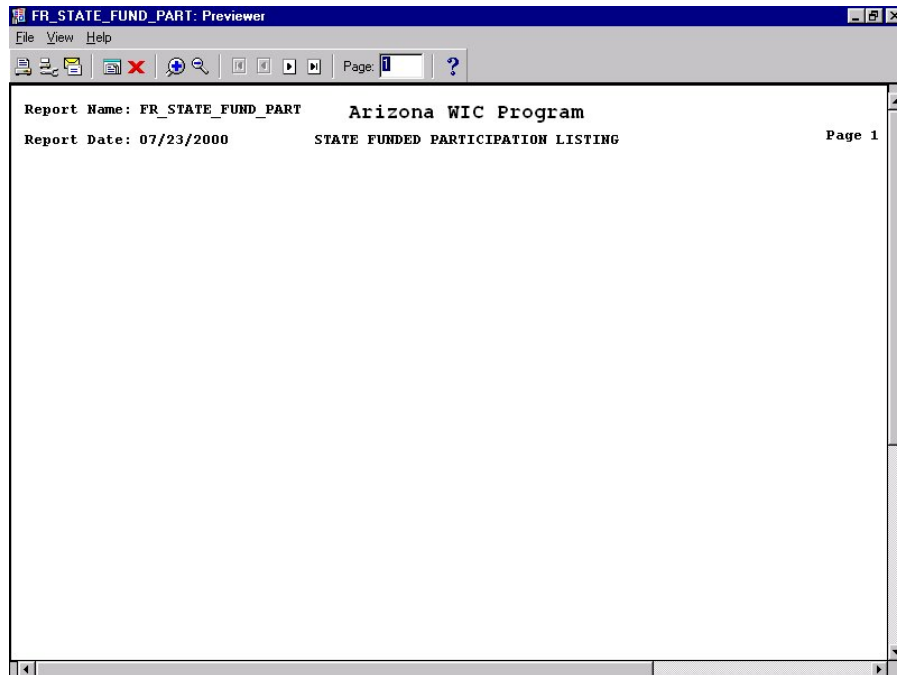
- Arizona Department of Health
- WIC System
- Report: State Funded Participation
- Output Device: A dropdown menu with 'PREVIEW' selected.
- Filename: A text input field.
- Number of Copies: A text input field with the value '1'.
- Issuance Participation Month: A dropdown menu with 'OCT' selected.
- Year: A text input field.

Figure 90 – State Funded Participation

Produce a State Funded Participation Report

1. Click the down arrow in the Output Device field to activate the drop down box, then select to which output device the State Funded Participation report should be sent by clicking once on that device name.

2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Issuance Participation Month field and select the month for which the report is to be produced.
5. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.



Sample State Funded Participation Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 90 – State Funded Participation

Output Device - The user may select (from a drop down list) display (window), file, or printer.

File Name - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

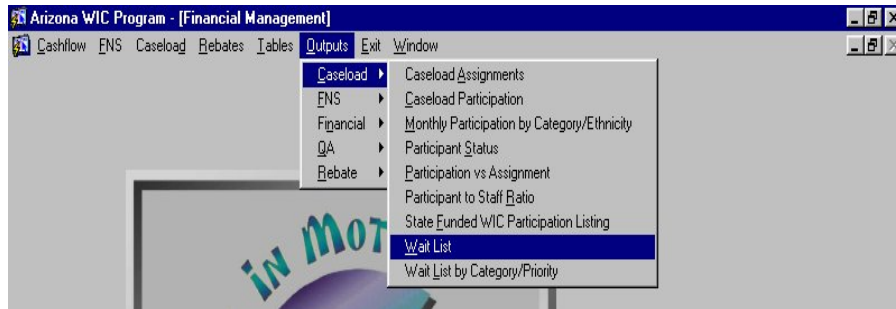
Issuance Participation Month – The user designates the month for which the report is to be produced. This field is required.

Year – The user designates the year for which the report is to be produced. This field is required.

Producing a Wait List Report

To Produce a Wait List Report:

1. Click Outputs on the Financial Management main menu.
2. Click Caseload. The sub-menu is displayed.
3. Click Wait List as shown below:



The Wait List Report window is displayed:

A screenshot of the 'FR_WAIT_LIST: Runtime Parameter Form' window. The window has a title bar with the text 'FR_WAIT_LIST: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a help icon. The main area of the form is divided into two sections. The top section contains the text 'Arizona Department of Health' and 'WIC System' in a large font, followed by 'Report: WAIT LIST' in a smaller font. The bottom section contains three fields: 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text input field, and 'Number of Copies:' with a text input field containing the value '1'.

Figure 91 - Wait List












Produce a Wait List Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Wait List report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.

3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR_WAIT_LIST: Previewer

File View Help



Page: 7

Report Name: FR_WAIT_LIST

Arizona WIC Program

Report Date: 07/21/2000

WAIT LIST

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH

Cur Stat	Part. ID	Priority	Date On Wait List	Date Medical Data Taken	Date Income Documented	Last Name	First Name
Y	*****	5	07/06/2000			TESTCASE081J	CHILD
Y	*****	5	07/06/2000			TESTCASE2-81J	CHILD
Y	*****	5	07/07/2000	07/07/2000	07/11/2000	LYLE	JAMES
Y	*****	5	07/12/2000		07/12/2000	WHITE	DOPEY

Sample Wait List

5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Print icon to print the report.
7. Click the Close icon to exit the preview screen. Click the New button to view a new copy of the same preview screen.

Figure 91 - Wait List

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

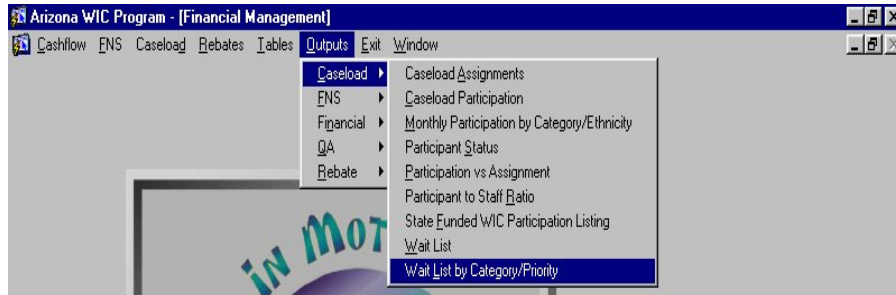
Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

Producing a Wait List by Category/Priority Report

To Produce a Wait List by Category/Priority Report:

1. Click Outputs on the Financial Management main menu.
2. Click Caseload. The sub-menu is displayed.
3. Click Wait List by Category/Priority as shown below:



The Wait List by Category/Priority Window is displayed:

A screenshot of the 'FR_WAITLIST_CAT_PR: Runtime Parameter Form' window. The window has a title bar with the text 'FR_WAITLIST_CAT_PR: Runtime Parameter Form'. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with several icons. The main area of the window contains a form with the following fields: 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text input field, and 'Number of Copies:' with a text input field containing the value '1'. The form is titled 'Arizona Department of Health WIC System Report: WAIT LIST BY CATEGORY/PRIORITY'.

Figure 92 - Waitlist by Category/Priority

Produce a Wait List by Category/Priority Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Caseload Assignments report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.

3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report Name: FR_WAITLIST_CAT_PR Arizona WIC Program
Report Date: 07/21/2000 WAIT LIST BY CATEGORY/PRIORITY

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH

Current Priority	Child Age 4 C4	Totals
Priority 5	4	4
Totals	4	4

Sample Wait List by Category/Priority Report

5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Print icon to print the report.
7. Click the Close icon to exit the preview screen.
8. Click the New icon to view a new copy of the same preview screen.

Error! Reference source not found.

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

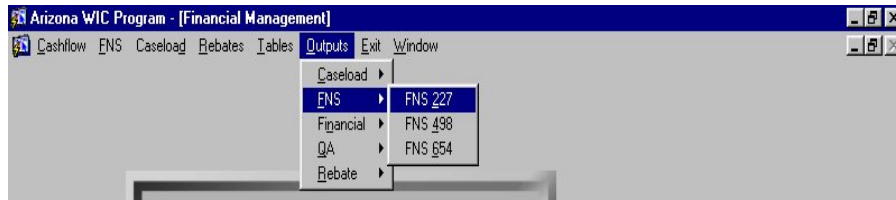
Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Producing a FNS 227 Report

To Produce a FNS 227 Report:

1. Click Outputs on the Financial Management main menu.
2. Click FNS. The sub-menu is displayed.
3. Click on FNS 227 as shown below:



The FNS 227 Window is displayed:

A screenshot of the 'FR_FNS227: Runtime Parameter Form' window. The window has a title bar with 'File Edit View Help' and a toolbar with icons for file operations and help. The main content area is divided into three sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: FNS 227'. The middle section contains 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text input field, and 'Number of Copies:' with a text input field containing '1'. The bottom section contains 'FFY:' with a dropdown menu showing '1999 - Year is NOT closed out'.

Figure 93 - FNS 227 Report

Produce a FNS 227 Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the FNS 227 report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.

4. Click on the down arrow in the FFY field to activate the drop down box, and then select the desired FFY.
5. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Public reporting burden for this selection of information is estimated to average 5.2 hours (or minutes) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Agriculture, Clearance Officer, OIRM, Room 404 - W. Washington, DC 20250; and to the office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

PART A - HEADING		
1. LOC NUMBER 11111999	2. STATE AGENCY NAME AND ADDRESS OFFICE OF NUTRITION SVCS, NUTRITION ASSISTANCE PROG	3. REPORT YEAR FROM 10/01/1998
4. STATE 7-DIGIT AGENCY CODE W 491701	ARIZONA WIC PROGRAM, 1740 W ADAMS RM 203	TO 09/30/1999
5. Basis ACCRUAL	PHOENIX	85007 - 2602

PART B - ANALYSIS OF REPORT YEAR PROGRAM ACTIVITY			
TRANSACTION	COST CATEGORY		
	(A) FOOD	(B) NSA	(C) TOTAL
6. FORMULA GRANT			
7. PRIOR YEAR SPENDING OPTIONS:			
a. SPEND-FORWARD FROM PRIOR YEAR			
b. BACKSPEND TO PRIOR YEAR			
8. SUBTOTAL(6 PLUS 7)			
9. GROSS OUTLAYS AND UNLIQUIDATED OBLIGATIONS FOR REPORT YEAR PROGRAM COST			
10. OUTLAYS AND UNLIQUIDATED OBLIGATIONS SUPPORTED BY:			
a. REBATES			
b. PROGRAM INCOME			
c. VENDOR/PARTICIPANT COLLECTIONS			
d. SUBTOTAL(SUM OF a THRU c)			
11. FEDERAL PROGRAM COSTS (9 MINUS 10(d))			
12. BALANCE BEFORE CONVERSION (8 MINUS 11)			
13. CONVERSION			
a. FOOD TO NSA			
b. NSA TO FOOD			
14. BALANCE AFTER CONVERSION			
15. CURRENT YEAR SPENDING OPTIONS:			

Sample FNS 227 Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 93 - FNS 227 Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

File Name - If file is selected (above), the directory and filename are entered.

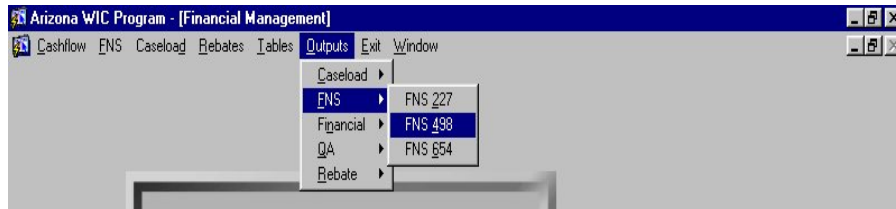
Number of Copies - If printer is selected (above) the number of copies desired is entered.

FFY - The user may select the FFY from a dropdown list.

Producing a FNS 498 Report

To Produce a FNS 498 Report:

1. Click Output on the Financial Management main menu.
2. Click FNS. The sub-menu is displayed.
3. Click FNS 498 as shown below:



The FNS 498 window is displayed:

A screenshot of the 'FR_FNS498: Runtime Parameter Form' window. The form is titled 'Arizona Department of Health WIC System Report: FCS 498'. It contains several input fields: 'Output Device:' with a dropdown menu showing 'PREVIEW'; 'Filename:' with a text input field; 'Number of Copies:' with a text input field containing '1'; 'FFY:' with a text input field; and 'Month:' with a dropdown menu showing '01 OCT'.

Figure 94 - FNS 498

Produce a FNS 498 Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the FNS 498 report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the FFY field and enter the appropriate year.
5. Click on the drop down menu and select the month for the report desired.

6. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report Name: FR_FCS498 Arizona WIC Program
Report Date: 07/23/2000 FCS 498

WIC MONTHLY FINANCIAL MANAGEMENT AND PARTICIPATION REPORT			
STATE	LOC	FISCAL YEAR	REPORT MONTH/CALENDAR
ARIZONA	11111999	1999	
SEVEN DIGIT CODE 491701			
DATE SUBMITTED		DATE RECEIVED	
DATE ENTERED SYSTEM			
Food Obligation Estimate:			
1. Gross Obligation		YTD TOTAL	
2. Estimated Rebates			
3. Net Federal Obligation			
Food Outlays Actual			
4. Actual Outlays		YTD TOTAL	
5. Rebates Billed			
6. Net Federal Outlays			
7. Mth Closed Out (Y/N)			
YTD Cost (Optional)			
Fed. Participation			
8a. Women Pregnant		YTD TOTAL	
b. Women BFeeding			
c. Women PPartum			
d. Total Women			
9. Infants			
10. Children			
11. Tot Fed Part			
State Part & Exp (Optional)			
12a. Women		YTD TOTAL	
b. Infants			
c. Children			
d. Total State Part			

Sample FNS 498

7. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
8. Click the Print icon to print the report.
9. Click the Close icon to exit the preview screen.
10. Click the New icon to view a new copy of the same preview screen.

Figure 94 - FNS 498

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

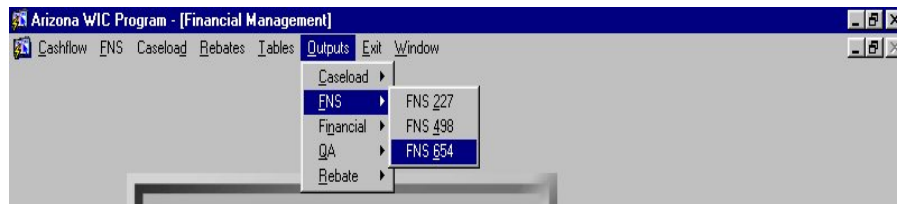
FFY - The user may enter the appropriate fiscal year here.

Month - The user may select the month from a drop down list.

Producing a FNS 654

To Produce a FNS 654 Report:

1. Click Outputs on the Financial Management main menu.
2. Click FNS. The sub-menu is displayed.
3. Click FNS 654 as shown below:



The FNS 654 Window is displayed:

A screenshot of the 'FR_FNS654: Runtime Parameter Form' window. The window has a title bar with the text 'FR_FNS654: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a help icon. The main area of the form is divided into three sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: FNS 654'. The middle section contains the text 'Output Device:' followed by a dropdown menu showing 'PREVIEW', 'Filename:' followed by a text input field, and 'Number of Copies:' followed by a text input field containing the number '1'. The bottom section contains the text 'Participation Dates From:' followed by a text input field, 'Thru:' followed by a text input field, and '(Format: MM/YYYY)' below them.

Figure 95 - FNS 654

Produce a FNS 654 Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the FNS 654 report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.

4. Enter the dates in the Participant Dates From and Thru fields.
5. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR_FNS654: Previewer

File View Help

Page: 1 ?

U.S.DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE WIC ANNUAL PARTICIPATION REPORT <i>(Instruction on Reverse Side)</i>		Public reporting burden for this selection of information is estimated including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information, estimate of any other aspect of this collection of information, send it to the Department of Agriculture, Clearance Officer, OIRM, Room 410 Washington D.C. 20250; and to the office of Information and Regulatory Budget, Paperwork Reduction Project (OMB #9388-9347), Washington, DC 20503.
		STATE AGENCY ARIZONA
		7-DIGIT CODE 491701

REPORT PERIOD: 01/1998				THRU: 07/2000				AVERAGE PARTICIPATION			
PRIORITY GROUP	PARTICIPANT CATEGORY										
	PREGNANT WOMEN	BREASTFEEDING WOMEN	POSTPARTUM WOMEN	INFANTS	CHILDREN						
I	1 0	5 0		18 0	24 0						
II		6 0		19 0							
III			11 0		25 0						
IV	2 0	7 0	12 0	20 0	26 0						
V			13 0		27 0						
VI			14 0								
VII		8 0	15 0	21 0	28 0						
UNKNOWN	3 0	9 0	16 0	22 0	29 0						
TOTALS	4 0	10 0	17 0	23 0	30 0						
MIGRANTS											

U.S.DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE WIC ANNUAL PARTICIPATION REPORT (Instruction on Reverse Side)						public reporting burden for this collection of information is estimated to include the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information, and any other aspect of this collection of information, and to the Department of Agriculture, Clearance Officer, OIRM, Room 434 Washington, D.C. 20250, and to the Office of Information and Regulatory Budget, Paperwork Reduction Project (OMB 5834-0147), Washington, D.C. 20503.							
						STATE AGENCY ARIZONA				7-DIGIT CODE 491701			
REPORT PERIOD: 01/1998						THRU: 07/2000				AVERAGE PARTICIPATION			
PRIORITY GROUP		PARTICIPANT CATEGORY											
		PREGNANT WOMEN		BREASTFEEDING WOMEN		POSTPARTUM WOMEN		INFANTS		CHILDREN			
I		1	0	5	0			18	0	24	0		
II				6	0			19	0				
III						11	0			25	0		
IV		2	0	7	0	12	0	20	0	26	0		
V						13	0			27	0		
VI						14	0						
VII				8	0	15	0	21	0	28	0		
UNKNOWN		3	0	9	0	16	0	22	0	29	0		
TOTALS		4	0	10	0	17	0	23	0	30	0		
MIGRANTS													

Sample FNS 654

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 95 - FNS 654

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

File Name - If file is selected (above), the directory and filename are entered.

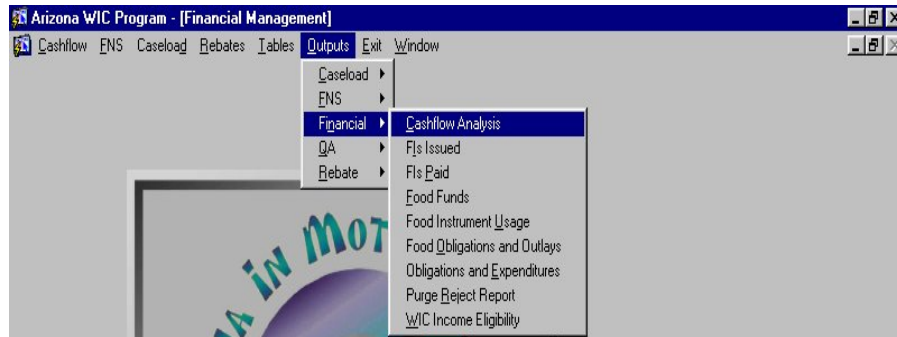
Number of Copies - If printer is selected (above) the number of copies desired is entered.

Participation Dates From/Thru - The user must enter the participants' dates

Producing a Cash Flow Analysis Report

To Produce a Cash Flow Analysis Report:

1. Click Outputs on the Financial Management main menu.
2. Click Financial. The sub-menu is displayed.
3. Click Cash Flow Analysis as shown below:



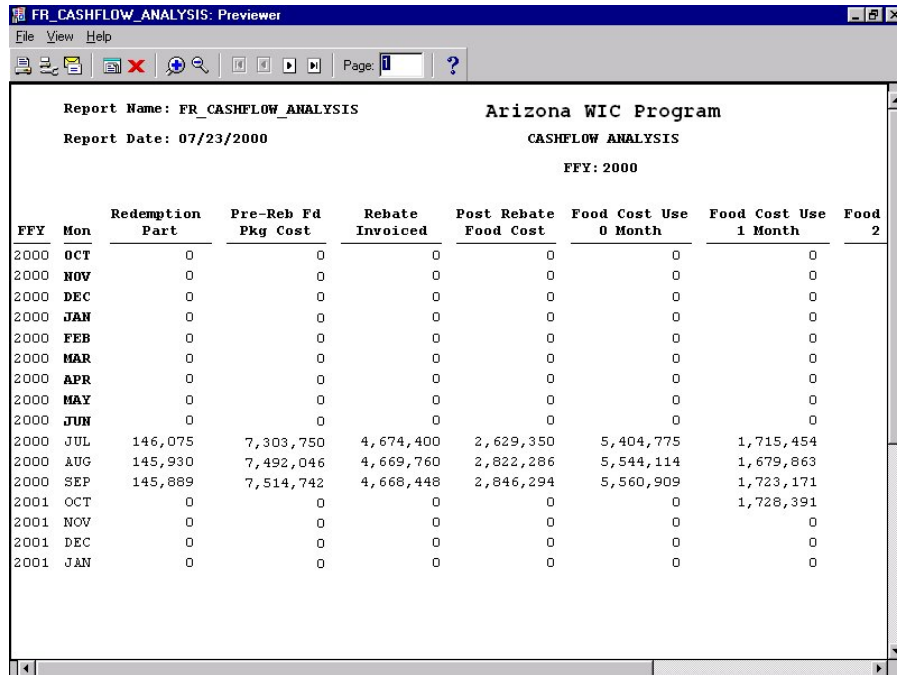
The Cash Flow Analysis window is displayed:

A screenshot of the 'FR_CASHFLOW_ANALYSIS: Runtime Parameter Form' window. The window has a title bar with 'File Edit View Help' and a toolbar with icons for file operations and help. The main content area is divided into sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: CASHFLOW ANALYSIS'. Below this is a section for 'Output Device:' with a dropdown menu showing 'PREVIEW'. Underneath are fields for 'Filename:' and 'Number of Copies:' with a value of '1'. At the bottom is a field for 'FFY:' with an empty input box.

Figure 96 - Cash Flow Analysis Report

Produce a Cash Flow Analysis Report

1. Click the down arrow in the Output Device field to activate the drop down box, then select to which output device the Cash Flow Analysis report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. Enter the FFY in the space provided.
5. If Display was selected as Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.



The screenshot shows a window titled "FR_CASHFLOW_ANALYSIS: Previewer" with a menu bar (File, View, Help) and a toolbar. The report content is as follows:

Report Name: FR_CASHFLOW_ANALYSIS		Arizona WIC Program						
Report Date: 07/23/2000		CASHFLOW ANALYSIS						
FFY: 2000								
FFY	Mon	Redemption Part	Pre-Reb Fd Pkg Cost	Rebate Invoiced	Post Rebate Food Cost	Food Cost Use 0 Month	Food Cost Use 1 Month	Food 2
2000	OCT	0	0	0	0	0	0	0
2000	NOV	0	0	0	0	0	0	0
2000	DEC	0	0	0	0	0	0	0
2000	JAN	0	0	0	0	0	0	0
2000	FEB	0	0	0	0	0	0	0
2000	MAR	0	0	0	0	0	0	0
2000	APR	0	0	0	0	0	0	0
2000	MAY	0	0	0	0	0	0	0
2000	JUN	0	0	0	0	0	0	0
2000	JUL	146,075	7,303,750	4,674,400	2,629,350	5,404,775	1,715,454	
2000	AUG	145,930	7,492,046	4,669,760	2,822,286	5,544,114	1,679,863	
2000	SEP	145,889	7,514,742	4,668,448	2,846,294	5,560,909	1,723,171	
2001	OCT	0	0	0	0	0	1,728,391	
2001	NOV	0	0	0	0	0	0	
2001	DEC	0	0	0	0	0	0	
2001	JAN	0	0	0	0	0	0	

Sample Cash Flow Analysis Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 96 - Cash Flow Analysis Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

File Name - If file is selected (above), the directory and filename are entered.

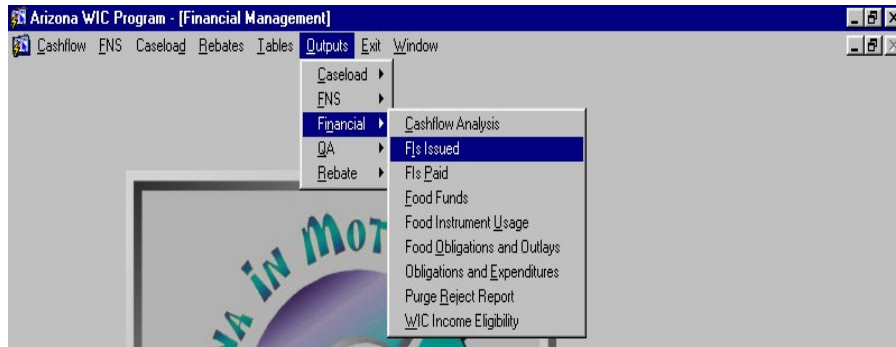
Number of Copies - If printer is selected (above) the number of copies desired is entered.

FFY - User must enter a year for cash flow analysis report to run

Producing a FIs Issued Report

To Produce a FIs Issued Report:

1. Click Outputs on the Financial Management main menu.
2. Click Financial. The sub-menu is displayed
3. Click FIs Issued as shown below:



The FIs Issued Report Window is displayed:

A screenshot of the 'FR_FI_ISSUED: Runtime Parameter Form' window. The window has a title bar with the text 'FR_FI_ISSUED: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with various icons is located below the menu bar. The main area of the form is divided into several sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: FIS ISSUED'. Below this is a section with 'Output Device:' followed by a dropdown menu showing 'PREVIEW'. Underneath are 'Filename:' and 'Number Of Copies:' fields, with the value '1' entered in the 'Number Of Copies' field. The bottom section contains 'Issue Dates From:' and 'Thru:' followed by empty text boxes for date entry.

Figure 97 - FIs Issued Report

Produce a FIs Issued Report

1. Click the down arrow in the Output Device field to activate the drop down box, then select to which output device the FIs Issued report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the FI Issue Dates and enter From and Thru dates for the report.
5. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR_FI_ISSUED: Preview

File View Help

Report Name: FR_FI_ISSUED
Report Date: 07/23/2000

Arizona WIC Program
FIS ISSUED
Issue Dates From: 01/01/1998 Thru: 07/20/2000

FI Serial #	Client ID	Name
0000000200	16070339397	POWELL, EEMIKE

Issue Date: 06/22/2000 Vendor: 13 ASDFFASDF

Item	Description	Qty.	U/M
100	OZ (UP TO 36 OZ) WIC CEREAL (NOT INFANT)	18	OZ
151	LB DRIED BEANS/PEAS/LENTILS	1	LB
200	CAN WIC 100% JUICE (12 OZ FROZEN)	3	OZ
201	CAN WIC 100% JUICE (46 OZ CANNED)	3	OZ
300	GAL MILK: WHOLE, REDUCED FAT, LOW FAT,	1	GAL
301	HGAL MILK: WHOLE, REDUCED FAT, LOW FAT,	1	HGAL
392	LB (UP TO 32 OZ) WIC CHEESE	1	LB
399	DOZ FRESH EGGS	1	CDOZ

FI Serial #	Client ID	Name
0000000200	16070339397	POWELL, EEMIKE

Issue Date: 06/22/2000 Vendor: 13 ASDFFASDF

Item	Description	Qty.	U/M
------	-------------	------	-----

Sample FIs Issued Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 97 - FIs Issued Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

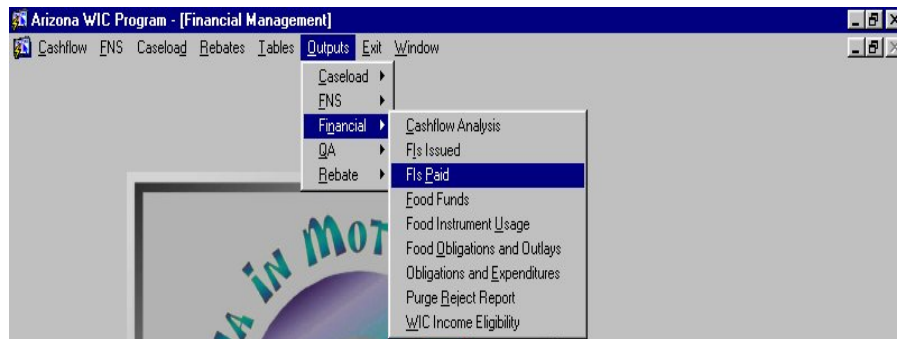
Number of Copies - If printer is selected (above) the number of copies desired is entered.

FIs Issued Dates From/Thru - User must enter dates for report of vouchers issued.

Producing a FIs Paid Report

To Produce a FIs Paid Report:

1. Click Outputs on the Financial Management main menu.
2. Click Financial. The sub-menu is displayed.
3. Click FIs Paid as shown below:



The FIs Paid Report window is displayed:

A screenshot of the 'FR_FI_PAID: Runtime Parameter Form' window. The window has a title bar with 'File Edit View Help' and a toolbar with icons for print, save, and help. The main area contains the following text: 'Arizona Department of Health', 'WIC System', and 'Report: FI'S PAID'. Below this, there are three input fields: 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text box, and 'Number Of Copies:' with a text box containing '1'. At the bottom, there are two text boxes for 'Paid Dates From:' and 'Thru:'. The window has a standard Windows-style border with maximize, minimize, and close buttons.

Figure 98 - FIs Paid Report

Produce a FIs Paid Report

1. Click the down arrow in the Output Device field to activate the drop down box, then select to which output device the FIs Paid report should be sent by clicking once on that device name.

2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. Enter the dates for the report of the FIs Paid dates.
5. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR FI PAID: Previewer

File View Help

Report Name: **FR FI PAID** Arizona WIC Program Page 1
Report Date: **07/23/2000** FI'S PAID
Paid Dates From: **01/01/1998** Thru: **07/20/2000**

Vendor ID	Store Name
2	TESTER 2

FI Number	Date Requested	Requested Amt
000000050015		\$50.00

FI Type	Participant ID	Issue Date	Payment Date	Payment Amount
000066AA	16070339397	05/26/2000	02/01/2000	\$250.00

FI Number	Date Requested	Requested Amt
000000050016		\$50.00

FI Type	Participant ID	Issue Date	Payment Date	Payment Amount
000066AA	16070339397	05/26/2000	02/01/2000	\$750.00

FI Number	Date Requested	Requested Amt
000000050017		\$50.00

FI Type	Participant ID	Issue Date	Payment Date	Payment Amount
000066AA	16070339397	05/26/2000	02/01/2000	\$300.00

FI Number	Date Requested	Requested Amt
000000050018		\$50.00

FI Type	Participant ID	Issue Date	Payment Date	Payment Amount
000066AA	16070339397	05/26/2000	02/01/2000	\$800.00

Sample FIs Paid Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 98 - FIs Paid Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

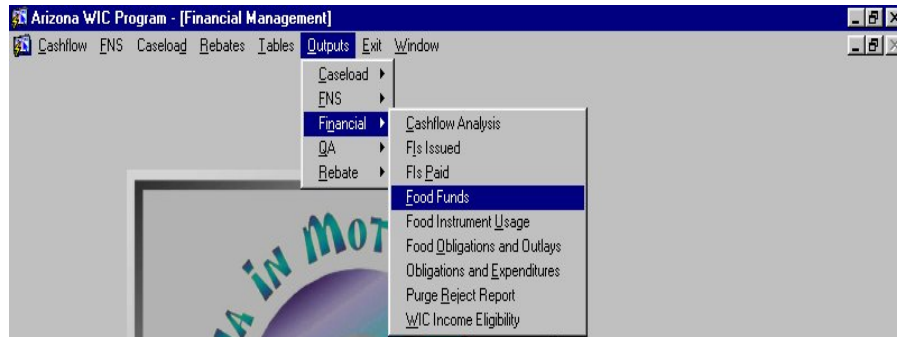
Number of Copies - If printer is selected (above) the number of copies desired is entered.

FI Paid Dates From/Thru - The user must enter dates for report of vouchers paid.

Producing a Food Funds Report

To Produce a Food Funds Report:

1. Click Outputs on the Financial Management main menu.
2. Click Financial. The sub-menu is displayed.
3. Click Food Funds as shown below:



The Food Funds window is displayed:

A screenshot of the 'FR_FOOD_FUNDS: Runtime Parameter Form' window. The window has a title bar with the text 'FR_FOOD_FUNDS: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with various icons is located below the menu bar. The main area of the form is divided into several sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: FOOD FUNDS'. Below this is a section with 'Output Device:' set to 'Preview' in a dropdown menu, 'Filename:' with an empty text box, and 'Number of Copies:' set to '1'. At the bottom is a section with 'FFY:' followed by an empty text box.

Figure 99 - Food Funds Report

Produce a Food Funds Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Food Funds report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the FFY field and enter the year desired for the report.
5. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR_FOOD_FUNDS: Preview

File View Help

Page: 1

Report Name: FR_FOOD_FUNDS **Arizona WIC Program**
Report Date: 07/23/2000 **FOOD FUNDS**
FFY: 1999

<u>Food Grant</u>	<u>Rebates Est/ Inv./Received</u>	<u>Other Receipts/Recoveries</u>	<u>Spending Options</u>	<u>Conversion Amount</u>
\$120,000,000.00	\$.00	\$.00	\$.00	\$.00

<u>Issue Month/Year</u>	<u>Cumulative YTD Obligations & Outlays</u>	<u>Monthly Food Funds Available</u>	<u>Difference</u>	<u>Target</u>
OCT, 1998				
NOV, 1998				
DEC, 1998				
JAN, 1999				
FEB, 1999				
MAR, 1999				
APR, 1999				
MAY, 1999				
JUN, 1999				
JUL, 1999				
AUG, 1999				

Sample Food Funds Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 99 - Food Funds Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

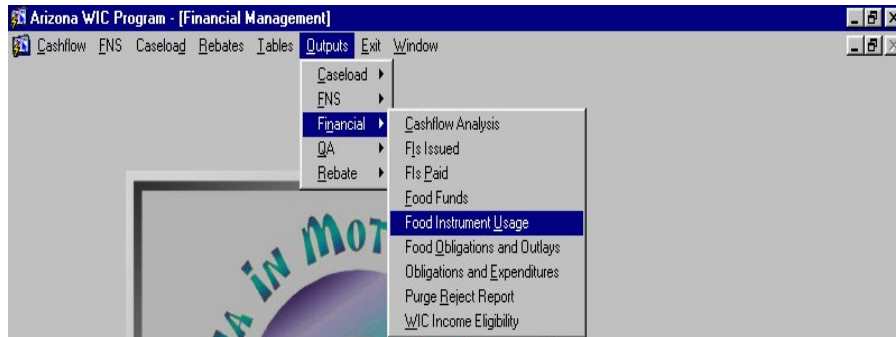
Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.
FFY - The user must enter the year desired for the report.

Producing a Food Instrument Usage Report

To Produce a Food Instrument Usage Report:

1. Click Outputs on the Financial Management main menu.
2. Click Financial. The sub-menu is displayed.
3. Click Food Instrument Usage as shown below:



The Food Instrument Usage Window is displayed:

A screenshot of the 'FR_FOOD_INST_USAGE: Runtime Parameter Form' window. The window has a title bar with 'File Edit View Help' and a toolbar with icons for print, save, and help. The main area contains the following text: 'Arizona Department of Health', 'WIC System', and 'Report: FOOD INSTRUMENT USAGE'. Below this, there are three sections of input fields. The first section has 'Output Device:' with a dropdown menu showing 'PRINTER', 'Filename:' with a text box, and 'Number of Copies:' with a text box containing '1'. The second section has 'Reporting Level:' with a dropdown menu showing 'Summary' and 'Issue Dates From:' and 'Thru:' with text boxes.

Figure 100 - Food Instrument Usage Report

Produce a Food Instrument Usage Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Food Instrument Usage report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. Click the down arrow in the Reporting Level field to activate the drop down box, then select which type of report should be generated.
5. Enter the desired Issue Dates.
6. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report: FR_FOOD_INST_USAGE Arizona WIC Program
Report Date: 07/21/2000 FOOD INSTRUMENT USAGE Page 1
Summary
Issue Dates From: 01/01/1998 Thru: 07/20/2000

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH

Food Instrument Disposition	Count
ISSUED, NOT CASHED	53
PRINTED, NOT ISSUED	45
VOIDED	16

Local Agency Totals:

Printed	Printed, Not Issued	Issued	Voided	Rejected	Redeemed	Outstanding
114	45	86	16	0	0	53

Sample Food Instrument Usage Report

7. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
8. Click the Print icons to print the report.
9. Click the Close icons to exit the preview screen.
10. Click the New icons to view a new copy of the same preview screen.

Figure 100 - Food Instrument Usage Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

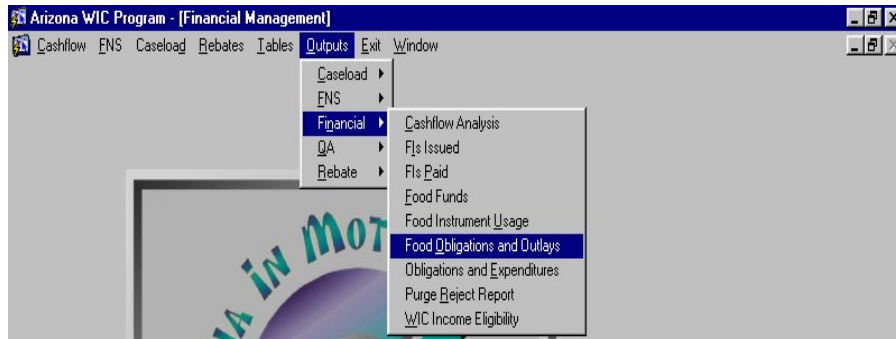
Reporting Level - The user may select (from a drop down list) a summary or detailed report.

Issue Dates From/Thru - The user must enter the issued dates of the Food Instrument Usage desired.

Producing a Food Obligations and Outlays Report

To Produce a Food Obligations and Outlays Report:

1. Click Outputs on the Financial Management main menu.
2. Click Financial. The sub-menu is displayed.
3. Click Food Obligations and Outlays as shown below:



The Food Obligations and Outlays window is displayed:

A screenshot of the 'FR_FOOD_OBLG_OUTLAY: Runtime Parameter Form' window. The window has a title bar with the text 'FR_FOOD_OBLG_OUTLAY: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with various icons is located below the menu bar. The main content area is divided into several sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: FOOD OBLIGATIONS AND OUTLAYS'. Below this is a section with 'Output Device:' set to 'Preview' (a dropdown menu), 'Filename:' with an empty text box, and 'Number of Copies:' set to '1'. The bottom section contains 'Issue Months From:' and 'Thru:' with empty text boxes for input. The window has a scroll bar on the right side.

Figure 101 - Food Obligations and Outlays Report

Produce a Food Obligations and Outlays Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Food Obligations and Outlays report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Issue Month From and thru fields and enter the months desired for the report to be run.
5. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report Name: FR_FOOD_OBLG_OUTLAY Arizona WIC Program
Report Date: 07/23/2000 FOOD OBLIGATIONS AND OUTLAYS
Issue Months From: 01/1998 Thru: 07/2000

OBLIGATIONS	Outstanding FIS	Avg. Pre- Rebate FP Cost	Recalculated Redemption Rate	Gross Obligations	Estimated Rebate	Avg. Rebat Cd
Category						
C1						
C2						
C3						
C4						
EN						
IEN						
IFF						
IPN						
P						
PG1						
PG2						
PN						
Total Obligations:						

Sample Food Obligations and Outlays Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 101 - Food Obligations and Outlays Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

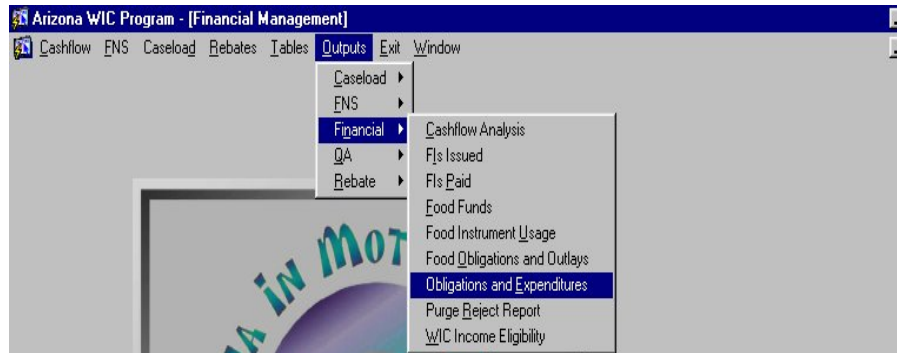
Number of Copies - If printer is selected (above), the number of copies desired is entered.

Issue Months From/Thru - The user must enter the issue months desired for the report.

Producing an Obligations and Expenditures Report

To Produce an Obligations and Expenditures Report:

1. Click Outputs on the Financial Management main menu.
2. Click Financial. The sub-menu is displayed.
3. Click Obligations and Expenditures as shown below:



The Obligations and Expenditures window is displayed:

A screenshot of the 'FR_OBLIG_EXPEND: Runtime Parameter Form' window. The form is titled 'Arizona Department of Health WIC System Report: OBLIGATIONS AND EXPENDITURES'. It contains several input fields: 'Output Device' (a dropdown menu set to 'PREVIEW'), 'Filename' (a text box), 'Number of Copies' (a text box set to '1'), and 'Issue Month/Year From' and 'Thru' (two text boxes). The form has a standard menu bar with 'File', 'Edit', 'View', and 'Help'.

Figure 102 - Obligations and Expenditures Report

Produce an Obligations and Expenditures Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Obligations and Expenditures report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. Enter the Issue Month/Year From and Thru dates desired for the Report.
5. If Display was selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report Name: FR_OBLIG_EXPEND									
Report Date: 07/21/2000									
Arizona WIC Program									
MONTHLY EXPENDITURES AND OBLIGATIONS									
Issue Month/Year From: 01/1998 Thru: 07/2000									
Local Agency: 07 Clinic: 16 Local Agency Name: MARICOPA COUNTY DEPT OF PUBLIC HEALTH									
Issue Month	FI's Created	Amount Obligated	Voids Posted	Stop Pays	Cum Voids	Net Issued	FI's Cashied	Amount Cashied	Cum FI's Cashied
Other:	0	\$0	0	0	0	0	0	\$0	0
Total:	0	\$0	0	0	0	0	0	\$0	0

Sample Obligations and Expenditures Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 102 - Obligations and Expenditures Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

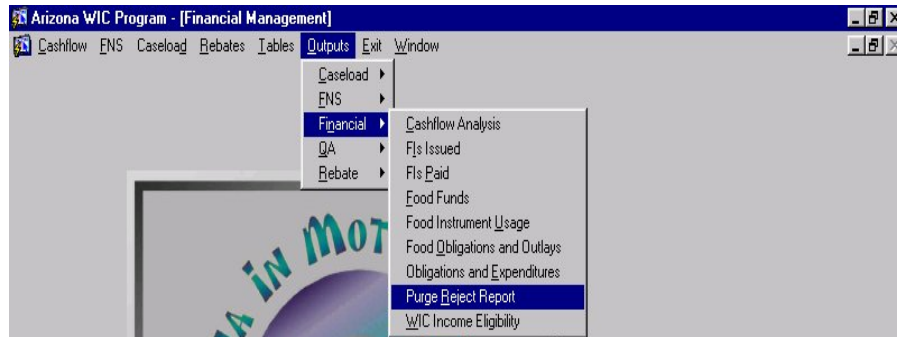
Number of Copies - If printer is selected (above), the number of copies desired is entered.

Issue Month/Year From/Thru - The user must enter the month/year desired for the report.

Producing a Purge Reject Report

To Produce a Purge Reject Report:

1. Click Outputs on the Financial Management main menu.
2. Click Finance. The sub-menu is displayed.
3. Click Purge Reject Report as shown below:



The Purge Reject Report window is displayed:

A screenshot of the 'FR_WIC_PURGED_REJ: Runtime Parameter Form' window. The window has a title bar with the text 'FR_WIC_PURGED_REJ: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with various icons is located below the menu bar. The main content area is divided into several sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: Purge Reject Report'. Below this is a section with three fields: 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text input field, and 'Number Of Copies:' with a text input field containing the number '1'. At the bottom is a section with two text input fields labeled 'Issue Month/Year From:' and 'Thru:'. The window has a scroll bar on the right side.

Figure 103 – Purge Reject Report

Produce a Purge Reject Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Purge Reject report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Issue Month/Year From and Thru fields and enter the beginning and ending dates for the report.
5. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR_WIC_PURGED_REJ: Preview

File View Help

Report Name: FR_WIC_PURGED_REJ Arizona WIC Program
Report Date: 07/23/2000 PURGE REJECT REPORT Page 1
Issue Month/Year From: 01/1998 Thru: 07/2000

FI#	Agency Vendor	Part #	FI Type	FI Amt	Issue Date	Reject Date	Reject Reason
Reject Totals:			0	\$0.00			
Stale Dated Totals:			0	\$0.00			
State Totals:			0	\$0.00			

Sample Purge Reject Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 103 – Purge Reject Report

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

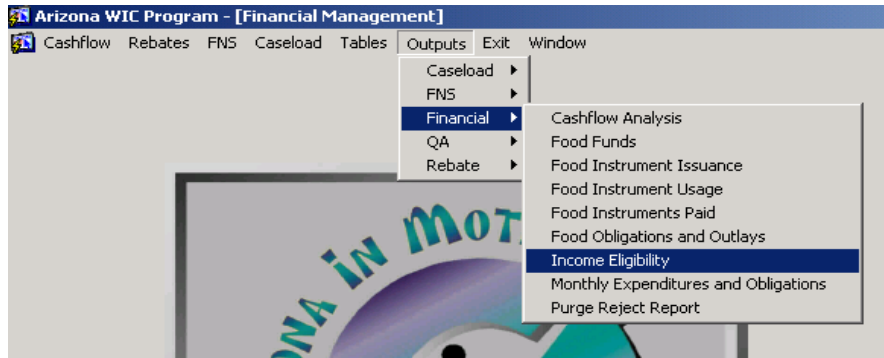
Issue Month/Year From – The beginning date from which to retrieve FIs with a rejected status. This field is required.

Thru – The ending date from which to retrieve FIs with a rejected status. This field is required.

Producing a WIC Income Eligibility Report

To Produce a WIC Income Eligibility Report:

1. Click Outputs on the Financial Management main menu.
2. Click Finance. The sub-menu is displayed.
3. Click Income Eligibility as shown below:



The WIC Income Eligibility window is displayed:

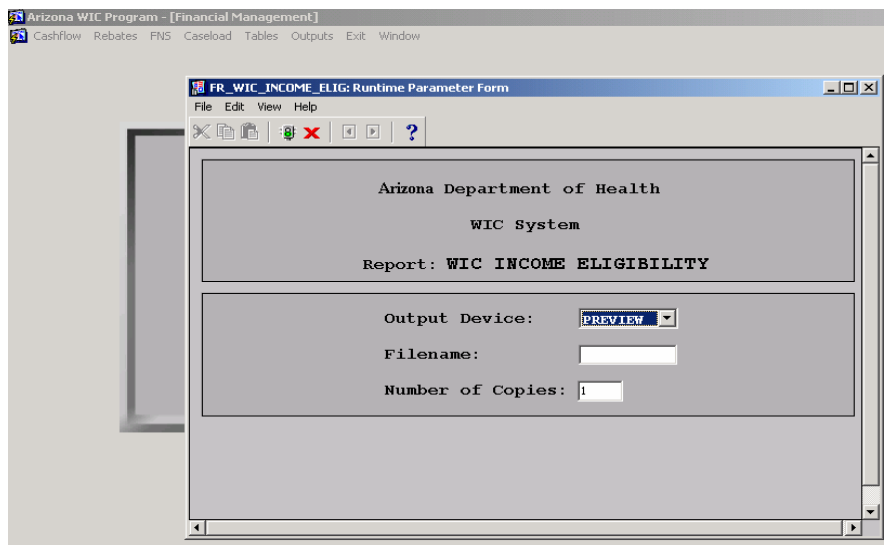
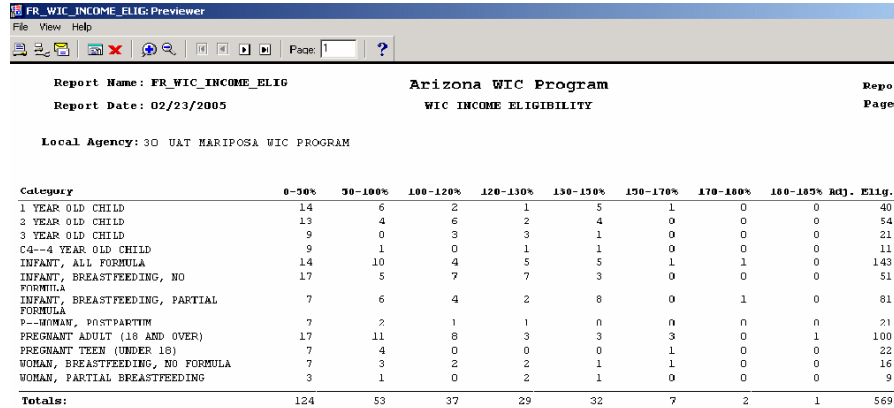


Figure 104 - WIC Income Eligibility

Produce a WIC Income Eligibility Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the WIC Income Eligibility report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.

3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.



Category	0-50%	50-100%	100-120%	120-130%	130-150%	150-170%	170-180%	180-185% FPL	Elig.
1 YEAR OLD CHILD	14	6	2	1	5	1	0	0	40
2 YEAR OLD CHILD	13	4	6	2	4	0	0	0	54
3 YEAR OLD CHILD	9	0	3	3	1	0	0	0	21
0-4 YEAR OLD CHILD	9	1	0	1	1	0	0	0	11
INFANT, ALL FORMULA	14	10	4	5	5	1	1	0	143
INFANT, BREASTFEEDING, NO FORMULA	17	5	7	7	3	0	0	0	51
INFANT, BREASTFEEDING, PARTIAL FORMULA	7	6	4	2	8	0	1	0	81
P--WOMAN, POSTPARTUM	7	2	1	1	0	0	0	0	21
PREGNANT ADULT (18 AND OVER)	17	11	8	3	3	3	0	1	100
PREGNANT TEEN (UNDER 18)	7	4	0	0	0	1	0	0	22
WOMAN, BREASTFEEDING, NO FORMULA	7	3	2	2	1	1	0	0	16
WOMAN, PARTIAL BREASTFEEDING	3	1	0	2	1	0	0	0	9
Totals:	124	53	37	29	32	7	2	1	569

Sample WIC Income Eligibility Report

5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Print icon to print the report.
7. Click the Close icon to exit the preview screen.
8. Click the New icon to view a new copy of the same preview screen.

Figure 104 - WIC Income Eligibility

Output Device - The user may select (from a drop down list) display (window), file, or printer.

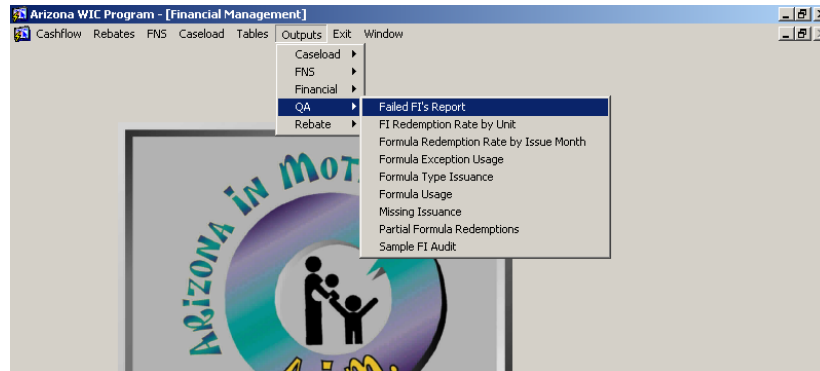
Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Producing a Failed FI's Report

To Produce a Failed FI's Report:

1. Click on Outputs on the Financial Management main menu.
2. Click QA. The sub-menu is displayed.
3. Click Failed FI's Report as shown below:



The Failed FI's Report is displayed:

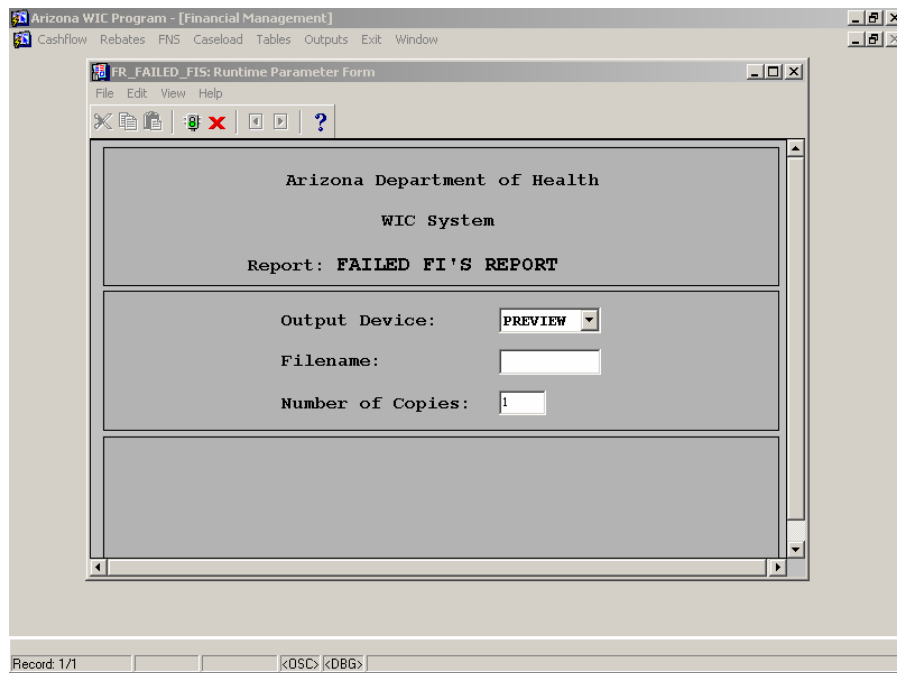


Figure 105 - Failed FI's Report

Produce a FI Redemption Rate by Unit Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select to which output device the Failed FI's Report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.

3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.
5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Print icon to print the report.
7. Click the Close icon to exit the preview screen.
8. Click the New icon to view a new copy of the same preview screen.

Report Name: FR_FAILED_FIS
Report Date: 05/12/2004

Arizona WIC Program
FAILED FI'S REPORT

Agency: 08 MOHAVE COUNTY DEPT OF HEALTH AND SOCIAL SVCS
Clinic: 04 DOLAN SPRINGS WI

<u>I Number</u>	<u>Client ID</u>	<u>Food Pkg</u>	<u>Disposition</u>	<u>FI Type</u>	<u>Date Created</u>	<u>Categ -ory</u>	<u>Prior -ity</u>	<u>Issue Month</u>	<u>First I to Use</u>
003103255	4080015880	AA906529	ISSUED, NOT CASHED	000596AA	03/02/04	IFF	1	02/18/04	02/25/

Sample FI Redemption Rate by Unit Report

Figure 106 - FI Redemption Rate by Unit Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

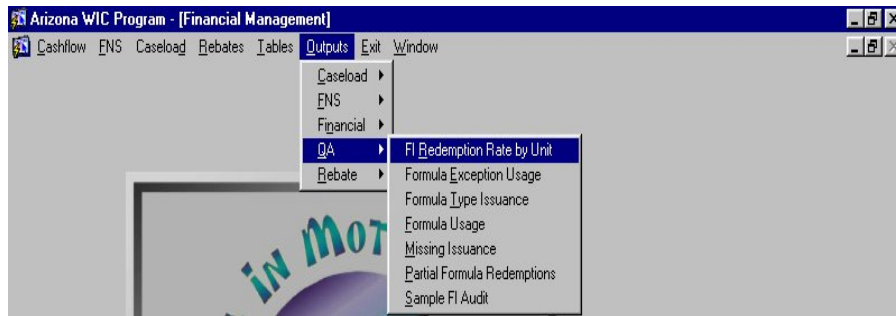
Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Producing a FI Redemption Rate By Unit Report

To Produce a FI Redemption Rate By Unit Report:

1. Click on Outputs on the Financial Management main menu.
2. Click QA. The sub-menu is displayed.
3. Click FI Redemption Rate By Unit as shown below:



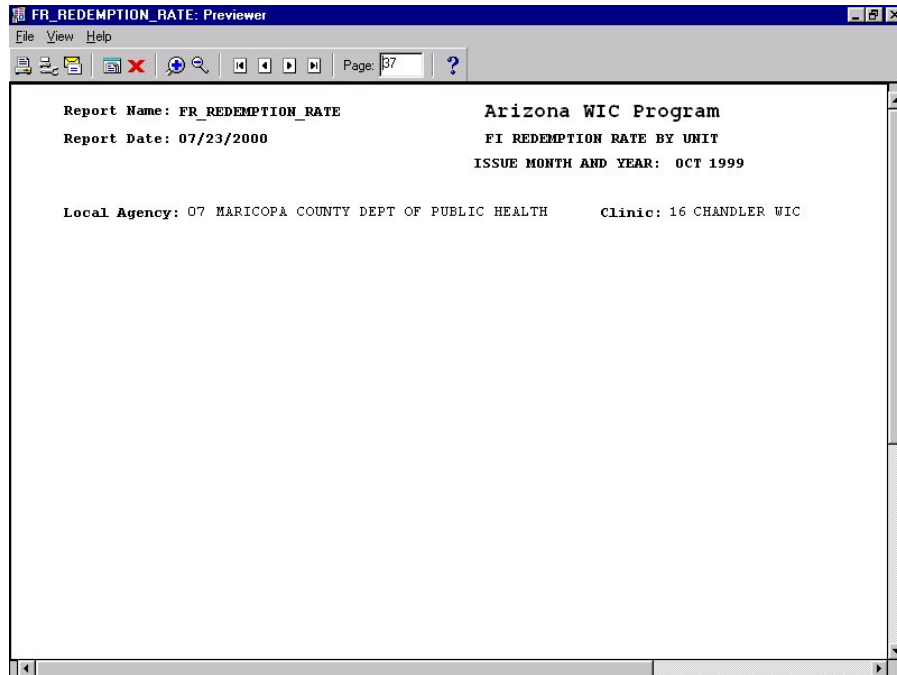
The FI Redemption Rate by Unit window is displayed:

A screenshot of the 'FR_REDEMPTION_RATE: Runtime Parameter Form' window. The form is titled 'Arizona Department of Health WIC System' and 'Report: FI REDEMPTION RATE BY UNIT'. It contains several input fields: 'Output Device' is a dropdown menu currently showing 'PRINTER'; 'Filename' is an empty text box; 'Number of Copies' is a text box containing the number '1'; 'Issue Month' is a dropdown menu showing 'OCT'; and 'Year' is an empty text box. The form has a standard menu bar with 'File', 'Edit', 'View', and 'Help'.

Figure 106 - FI Redemption Rate by Unit Report

Produce a FI Redemption Rate by Unit Report

9. Click the down arrow in the Output Device field to activate the drop down box. Then select to which output device the FI Redemption Rate by Unit report should be sent by clicking once on that device name.
10. TAB to the Filename field. Enter the filename to be given the report being generated.
11. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
12. Enter the desired Issue Month and Year for the report.
13. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.



Sample FI Redemption Rate by Unit Report

14. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
15. Click the Print icon to print the report.
16. Click the Close icon to exit the preview screen.
17. Click the New icon to view a new copy of the same preview screen.

Figure 106 - FI Redemption Rate by Unit Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

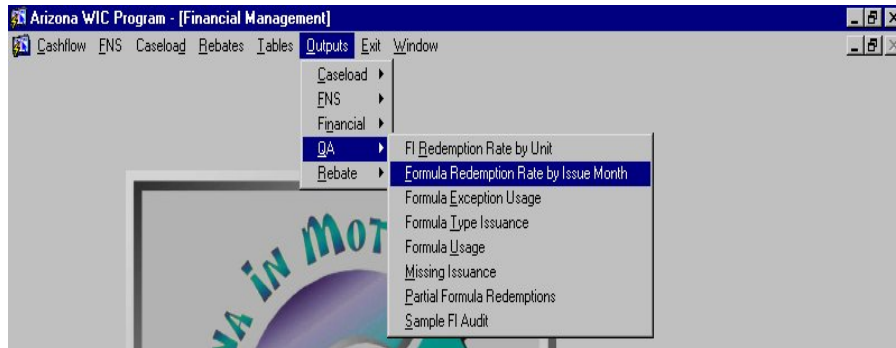
Number of Copies - If printer is selected (above), the number of copies desired is entered.

Issue Month/Year - The user must enter the Month and Year for the report.

Producing a Formula Redemption Rate by Issue Month Report

To Produce a Formula Redemption Rate By Issue Month Report:

1. Click on Outputs on the Financial Management main menu.
2. Click QA. The sub-menu is displayed.
3. Click Formula Redemption Rate By Issue Month as shown below:



The Formula Redemption Rate by Issue Month window is displayed:

A screenshot of the 'FB_FORM_REDEEM_RATE: Runtime Parameter Form' window. The window title is 'FB_FORM_REDEEM_RATE: Runtime Parameter Form'. The menu bar includes 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a help icon. The main area of the form is titled 'Arizona Department of Health' and 'WIC System'. Below this, it says 'Report: FORMULA REDEMPTION BY ISSUE MONTH'. There are three main sections for input: 1. 'Output Device:' with a dropdown menu set to 'PREVIEW'. 2. 'Filename:' with a text input field. 3. 'Number of Copies:' with a text input field set to '1'. Below these is a section for 'Local Agency:' with a dropdown menu set to '- ALL AGENCIES'. At the bottom, there are two more fields: 'Redemption Month:' with a dropdown menu set to 'January', and 'FFY:' with a text input field.

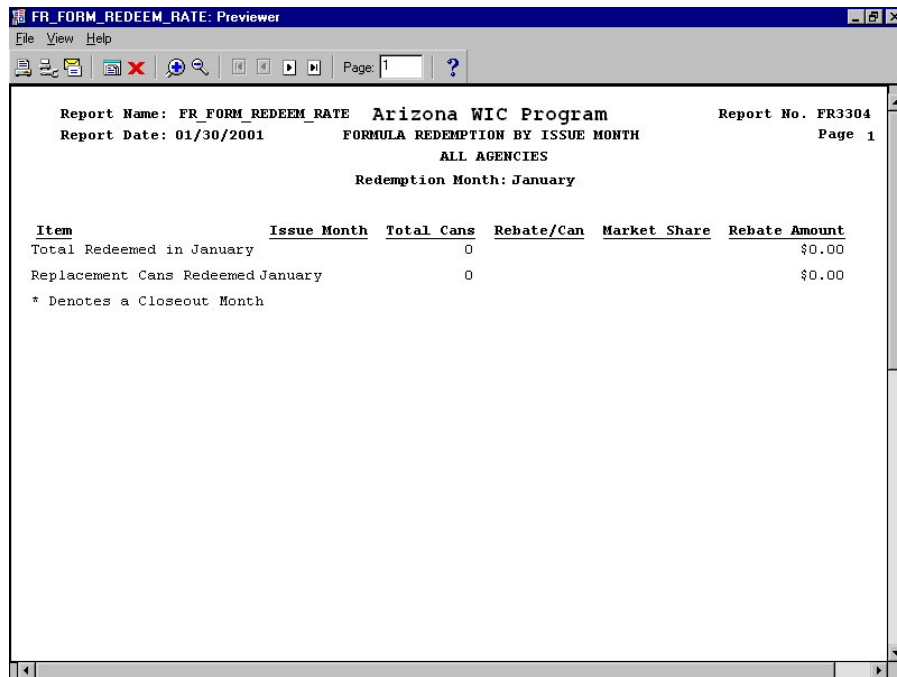
Figure 107 – Formula Redemption Rate by Issue Month Report

To Produce a Formula Redemption Rate by Issue Month Report

1. Using the LOV, select the Output Device the report will print to.
2. TAB to the File field and enter the name of the file that is being created.

NOTE: The File field will only be filled when HTML, RTF, or PDF is selected as the Output Device.

3. Enter how many copies are desired into the Number of Copies field.
4. Select the Local Agency from the drop-down list.
5. Select the Redemption Month from the LOV.
6. Enter the FFY or Federal Fiscal Year into the FFY field.
7. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.



Item	Issue Month	Total Cans	Rebate/Can	Market Share	Rebate Amount
Total Redeemed in January		0			\$0.00
Replacement Cans Redeemed January		0			\$0.00

* Denotes a Closeout Month

Sample Formula Redemption Rate by Issue Month Report

8. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
9. Click the Print icon to print the report.
10. Click the Close icon to exit the preview screen.
11. Click the New icon to view a new copy of the same preview screen.

Figure 108 – Formula Exception Usage

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

File Name - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

Local Agency - The user must select a Local Agency from the LOV to run the report.

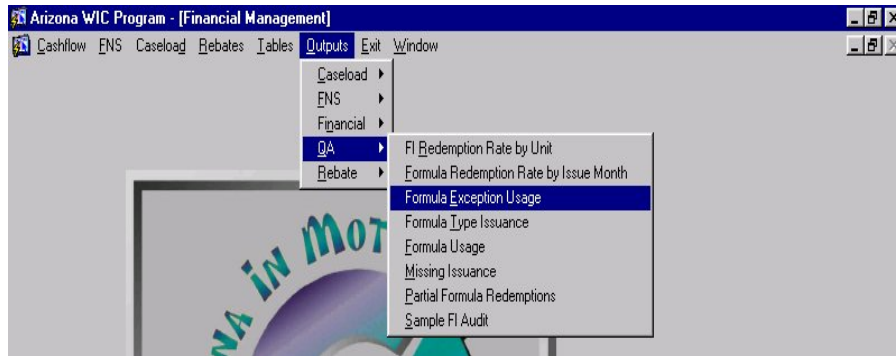
Redemption Month - The user must select a month from the LOV that the report will be run on.

FFY – The Federal Fiscal Year field requires the user to enter a 4-digit year value to run the report.

Producing a Formula Exception Usage Report

To Produce a Formula Exception Usage Report:

1. Click Outputs on the Financial Management main menu.
2. Click QA. The sub-menu is displayed.
3. Click Formula Exception Usage as shown below:



The Formula Exception Usage Report window is displayed:

A screenshot of the 'FR_FORM_EXCEPT_USE: Runtime Parameter Form' window. The window has a title bar with 'File Edit View Help' and a toolbar with icons for print, save, and help. The main content area is divided into sections. The top section displays 'Arizona Department of Health' and 'WIC System'. Below this, it says 'Report: FORMULA EXCEPTION ISSUANCE REPORT'. The next section contains 'Output Device:' with a dropdown menu set to 'PREVIEW', 'Filename:' with an empty text box, and 'Number of Copies:' with a text box containing '1'. The bottom section contains 'Issue Month From:' and 'Thru:' with empty text boxes, 'Local Agency:' with a dropdown menu set to 'ALL AGENCIES', 'Clinic:' with a dropdown menu set to 'ALL CLINICS', and 'Report Style:' with a dropdown menu set to 'SUMMARY'.

Figure 108 – Formula Exception Usage

Produce a Formula Exception Usage Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Formula Exception Usage report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the All field and select 'Yes' or 'No' to designate the fields to be filtered.
5. TAB to the Issue Month field and designate the month for which the report is to be generated.
6. TAB to the Year field and designate the year for which the report is to be generated.
7. TAB to the Formula Type field and select a formula type for which the report is to be generated. This field is only required if the All field is 'No.'
8. TAB to the Local Agency field and select the Local Agency for which the report is to be generated. This field is only required if the All field is 'No.'
9. TAB to the Clinic field and select the Clinic for which the report is to be generated. This field is only required if the All field is 'No.'
10. TAB to the Report Style field and select the Report Style for which the report is to be generated. This field is only required if the All field is 'No'.
11. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

FR_FORM_EXCEPT_USE: Previewer

File View Help

Page: 1

Report: FR_FORM_EXCEPT_ISSUE Arizona WIC Program
Report Date: 07/21/2000 FORMULA EXCEPTION ISSUANCE
Issue Month From: 01/1998 Thru: 07/2000
SUMMARY

State Agency

Month of Issue	Participating Infants	Breastfed Infants No Package	Difference	Enfamil	ProSobee	Lactofree	Total	% Rebate	Low Iron	% Low Iron	Non-Rebate	% N
10/1999	8,227	0	8,227	0	0	0	0	.0%	0	.0%	0	
11/1999	8,117	0	8,117	0	0	0	0	.0%	0	.0%	0	
12/1999	7,944	0	7,944	0	0	0	0	.0%	0	.0%	0	

Sample Formula Exception Usage Report

12. Click the Previous, Next, First, Last, and Page icon at the top of the screen to move forward and backward through the report pages.
13. Click the Print icon to print the report.
14. Click the Close icon to exit the preview screen.

15. Click the New icon to view a new copy of the same preview screen.

Figure 108 – Formula Exception Usage

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

Issue Month – The user designates the month for which the report is to be generated. This field is required.

Local Agency – The Local Agency to which the report is limited. This field is only required if the All field is 'No.'

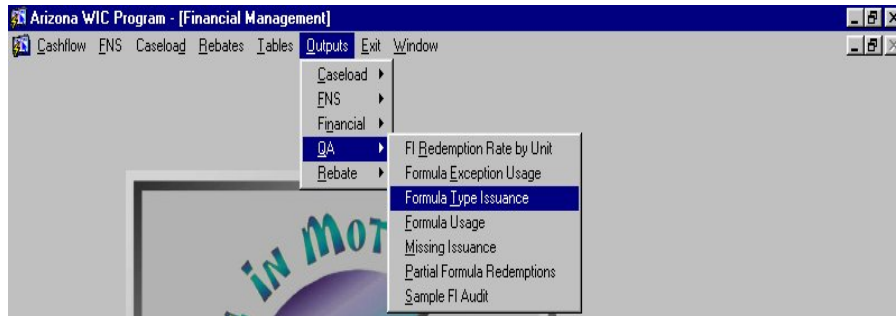
Clinic – The Clinic to which the report is limited. This field is only required if the All field is 'No.'

Report Style – The report level to which the report is limited. This field is only required if the All field is 'No.'

Producing a Formula Type Issuance Report

To Produce a Formula Type Issuance Report:

1. Click Outputs on the Financial Management main menu.
2. Click QA. The sub-menu is displayed.
3. Click Formula Type Issuance as shown below:



The Formula Type Issuance window is displayed:

A screenshot of the 'FR_FORM_TYPE_ISSUE: Runtime Parameter Form' window. The window has a title bar with 'File Edit View Help' and a toolbar with icons for file operations and help. The main content area is divided into sections. The top section displays 'Arizona Department of Health', 'WIC System', and 'Report: FORMULA TYPE ISSUANCE'. The middle section contains 'Output Device:' with a dropdown menu set to 'PREVIEW', 'Filename:' with an empty text box, and 'Number of Copies:' with a text box containing '1'. The bottom section contains several dropdown menus: 'All:' set to 'NO', 'Issue Month:' set to 'JAN', 'Year:' with an empty box, 'Formula Type:' set to 'ALL FOODS', 'Local Agency:' set to 'ALL AGENCIES', 'Clinic:' set to 'ALL CLINICS', and 'Report Style:' set to 'SUMMARY'.

Figure 109 - Formula Type Issuance

Produce a Formula Type Issuance Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Formula Type Issuance report should be sent by clicking once on that device name.

2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the All field and select 'Yes' or 'No' to designate the fields to be filtered.
5. TAB to the Issue Month and Year field. Enter the desired Month and Year for this report.
6. TAB to the Formula Type field and select a formula type for which the report is to be generated. This field is only required if the All field is 'No.'
7. TAB to the Local Agency field and select the Local Agency for which the report is to be generated. This field is only required if the All field is 'No.'
8. TAB to the Clinic field and select the Clinic for which the report is to be generated. This field is only required if the All field is 'No.'
9. TAB to the Report Style field and select the Report Style for which the report is to be generated. This field is only required if the All field is 'No.'
10. If Display is selected for the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report: FR_FORM_TYPE_ISSUE Arizona WIC Program
Report Date: 07/23/2000 FORMULA TYPE ISSUANCE
Issue Month: JAN 1999

Local Agency: APACHE COUNTY HEALTH DEPT
Clinic: 01 ST JOHNS WIC

Formula Type	Formula Description	Number of Cans Issued	% of Total Issue
	Clinic 01 Total:	0.00	

Sample Formula Type Issuance Report

11. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
12. Click the Print icon to print the report.
13. Click the Close icon to exit the preview screen.
14. Click the New icon to view a new copy of the same preview screen.

Figure 109 - Formula Type Issuance

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

All – The user may select (from the drop down list) the choice, Yes or No, as to whether the report will run for all types of formula and packaging, for all local agencies, and all clinics. A 'No' selection requires the user to select parameters for a narrowed search. The field defaults to No.

Issue Month/Year - The user must enter the desired month and year for the report.

Formula Type – The formula type to which the report is limited. This field is only required if the All field is 'No.'

Local Agency – The Local Agency to which the report is limited. This field is only required if the All field is 'No.'

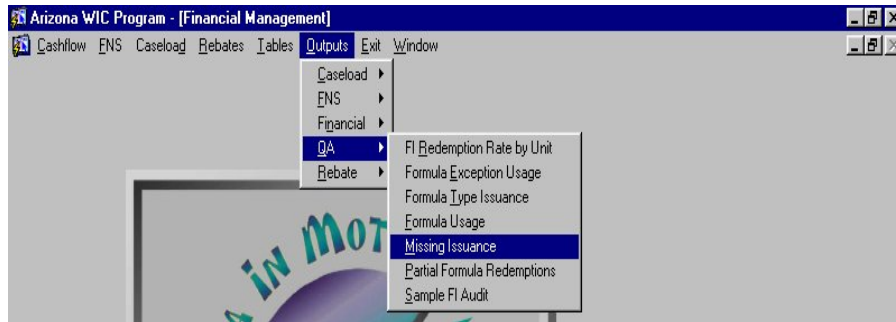
Clinic – The Clinic to which the report is limited. This field is only required if the All field is 'No.'

Report Style – The report level to which the report is limited. This field is only required if the All field is 'No.'

Producing a Missing Issuance Report

To Produce a Missing Issuance Report:

1. Click Outputs on the Financial Management main menu.
2. Click QA. The sub-menu is displayed.
3. Click Missing Issuance as shown:



The Missing Issuance Window is displayed:

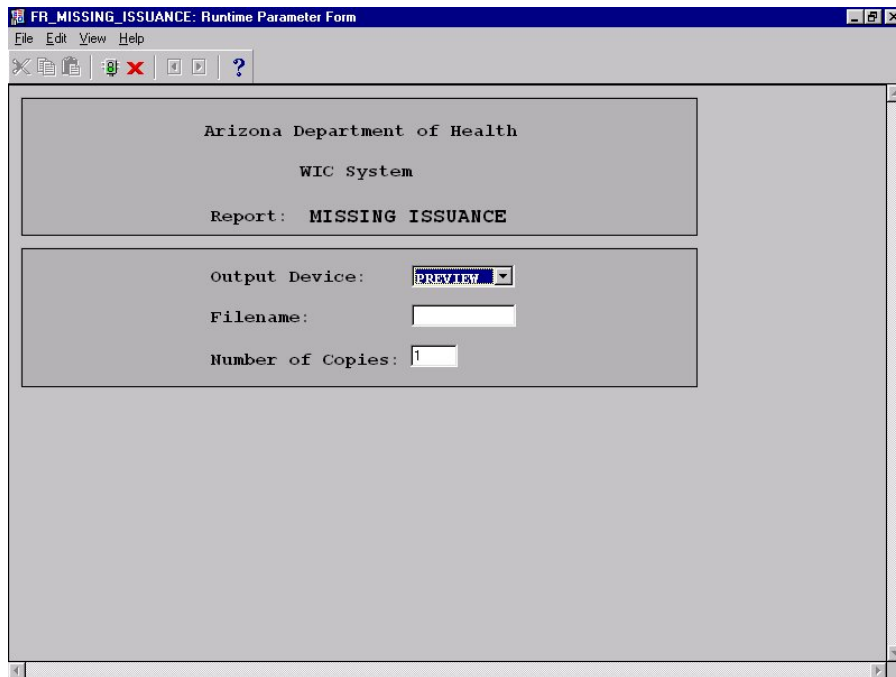
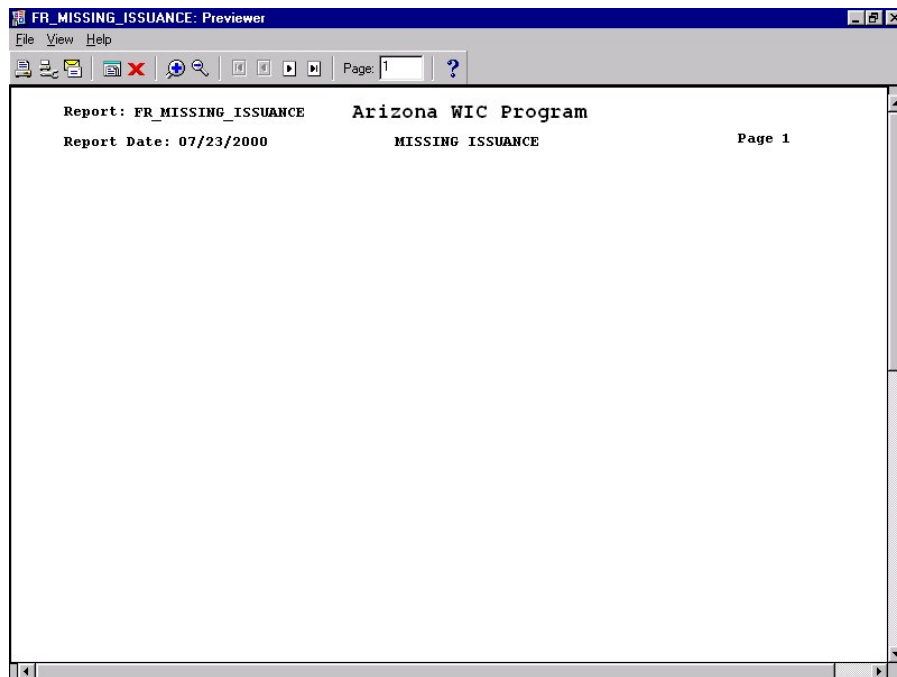


Figure 110 - Missing Issuance

Produce a Missing Issuance Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Missing Issuance report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.



Sample Missing Issuance Report

5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Print icon to print the report.
7. Click the Close icon to exit the preview screen.
8. Click the New icon to view a new copy of the same preview screen.

Figure 110 - Missing Issuance

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

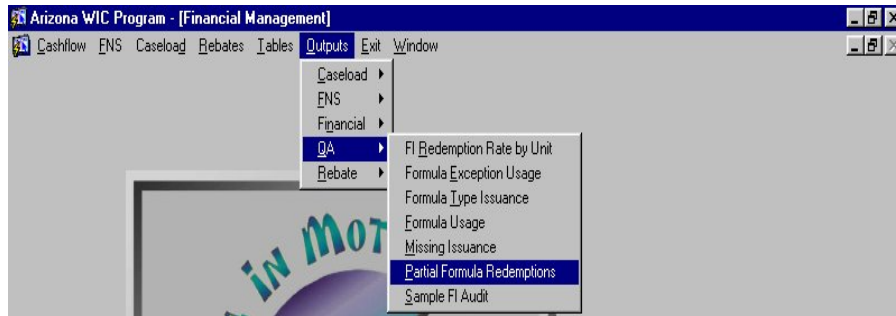
File Name - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Producing a Partial Formula Redemptions Report

To Produce a Partial Formula Redemptions Report:

1. Click Outputs on the Financial Management main menu.
2. Click QA. The sub-menu is displayed
3. Click on Partial Formula Redemptions as shown below:



The Partial Formula Redemptions Window is displayed:

A screenshot of the 'FR_PART_FORM_REDEMT: Runtime Parameter Form' window. The window has a title bar and a menu bar (File, Edit, View, Help). Below the menu bar is a toolbar with icons for file operations and help. The main area of the form is divided into several sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: PARTIAL FORMULA REDEMPTIONS'. Below this is a section for 'Output Device:' with a dropdown menu showing 'PREVIEW'. Underneath are fields for 'Filename:' and 'Number of Copies:' with a value of '1'. The bottom section is for 'Local Agency:' with a dropdown menu showing 'OFFICE OF NUTRITION SVCS, NUTRITION ASSISTANCE PR'. Below this are fields for 'Redemption Dates From:' and 'Thru:'.

Figure 111 - Partial Formula Redemptions

Produce a Partial Formula Redemptions Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Partial Formula Redemptions report should be sent by clicking once on that device name.

2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Local Agency to select the Local Agency for which the report is to be generated.
5. TAB to Redemption dates and enter desired dates for the reports.
6. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report: FR_PART_FORM_REDEMP Arizona WIC Program

Report Date: 07/23/2000 PARTIAL FORMULA REDEMPTIONS Page 10

Redemption Dates from 01/01/1998 Thru: 07/20/2000

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH

Clinic: 16 CHANDLER WIC

Food Instrument	Vendor ID	Redemption Amount	Redemption Date	FI Type	Average Amount
Clinic Totals		Redemption Amount		FI Count	0

Sample Partial Formula Redemptions Report

7. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
8. Click the Print icon to print the report.
9. Click the Close icon to exit the preview screen.
10. Click the New icon to view a new copy of the same preview screen.

Figure 111 - Partial Formula Redemptions

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer. This field is required.

Filename - If file is selected (above), the directory and filename are entered. This field is optional.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

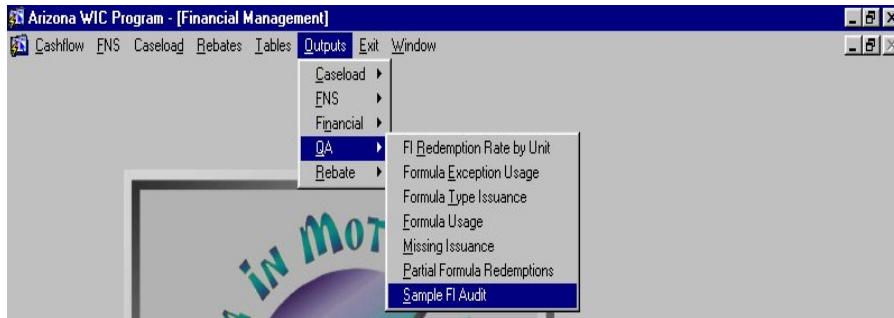
Local Agency - The Local Agency for which the report is to be generated. This field is required.

Redemption Dates From/Thru - The user must enter From/Thru dates for the redemptions. This field is required.

Producing a Sample FI Audit Report

To Produce a Sample FI Audit Report:

1. Click Outputs on the Financial Management main menu.
2. Click QA. The sub-menu is displayed.
3. Click on Sample FI Audit as shown below:



The Sample FI Audit Window is displayed:

A screenshot of the 'FR_SAMPLE FI AUDIT: Runtime Parameter Form' window. The window has a title bar with the text 'FR_SAMPLE FI AUDIT: Runtime Parameter Form'. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with several icons. The main area of the form is divided into three sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: SAMPLE FI AUDIT'. The middle section contains the text 'Output Device:' followed by a dropdown menu showing 'PREVIEW', 'Filename:' followed by a text input field, and 'Number of Copies:' followed by a text input field containing '1'. The bottom section contains the text 'FI Number From:' followed by a text input field, 'Thru:' followed by a text input field, 'Number of FIs to be Selected:' followed by a text input field, and the text '(Press Next for page two.)'.

Figure 112 - Sample FI Audit

Produce a Sample FI Audit Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Sample FI Audit report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.

3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the FI Number From/Thru field and enter the desired FI numbers for the report
5. TAB to the Number of FIs field and enter the desired number.
6. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

The screenshot shows a window titled "FR_SAMPLE_FI_AUDIT: Preview". The report content is as follows:

Report Name: FR_SAMPLE_FI_AUDIT
Report Date: 01/30/2001

Arizona WIC Program
SAMPLE FI AUDIT
Number of FIs to be Selected: ALL
FI Numbers from: 0000000001 thru: 0000010000
Select Range FI Numbers

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH Clinic: 07 SCOTTSDALE WIC

FI Serial Number	Participant Name	First Date Redemption to Spend	Date	FI Type	Food Pkg	Amount Requested	Amount Paid
0000000017	LAPTOP, MOTHER A B	10/06/2000		000833AA	AA000284		
0000000018	LAPTOP, MOTHER A B	10/06/2000		000835AA	AA000284		
0000000019	LAPTOP, MOTHER A B	11/06/2000		000833AA	AA000284		
0000000020	LAPTOP, MOTHER A B	11/06/2000		000834AA	AA000284		

Sample FI Audit Report

7. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
8. Click the Print icon to print the report.
9. Click the Close icon to exit the preview screen.
10. Click the New icon to view a new copy of the same preview screen.

Figure 112 - Sample FI Audit

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

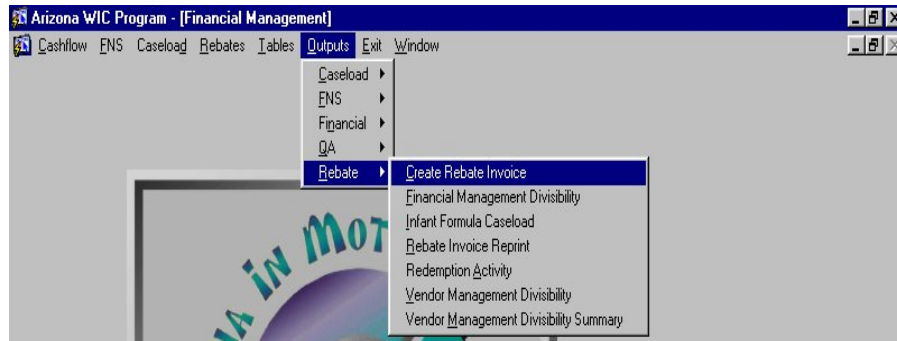
FI Number From/Thru - The user must enter the FI numbers to be included in the report.

Number of FIs to be selected - The user must enter a number in this space.

Producing a Create Rebate Invoice Report

To Produce a Create Rebate Invoice Report:

1. Click Outputs on the Financial Management main menu.
2. Click Rebate. The sub-menu is displayed.
3. Click Create Rebate Invoice as shown below:



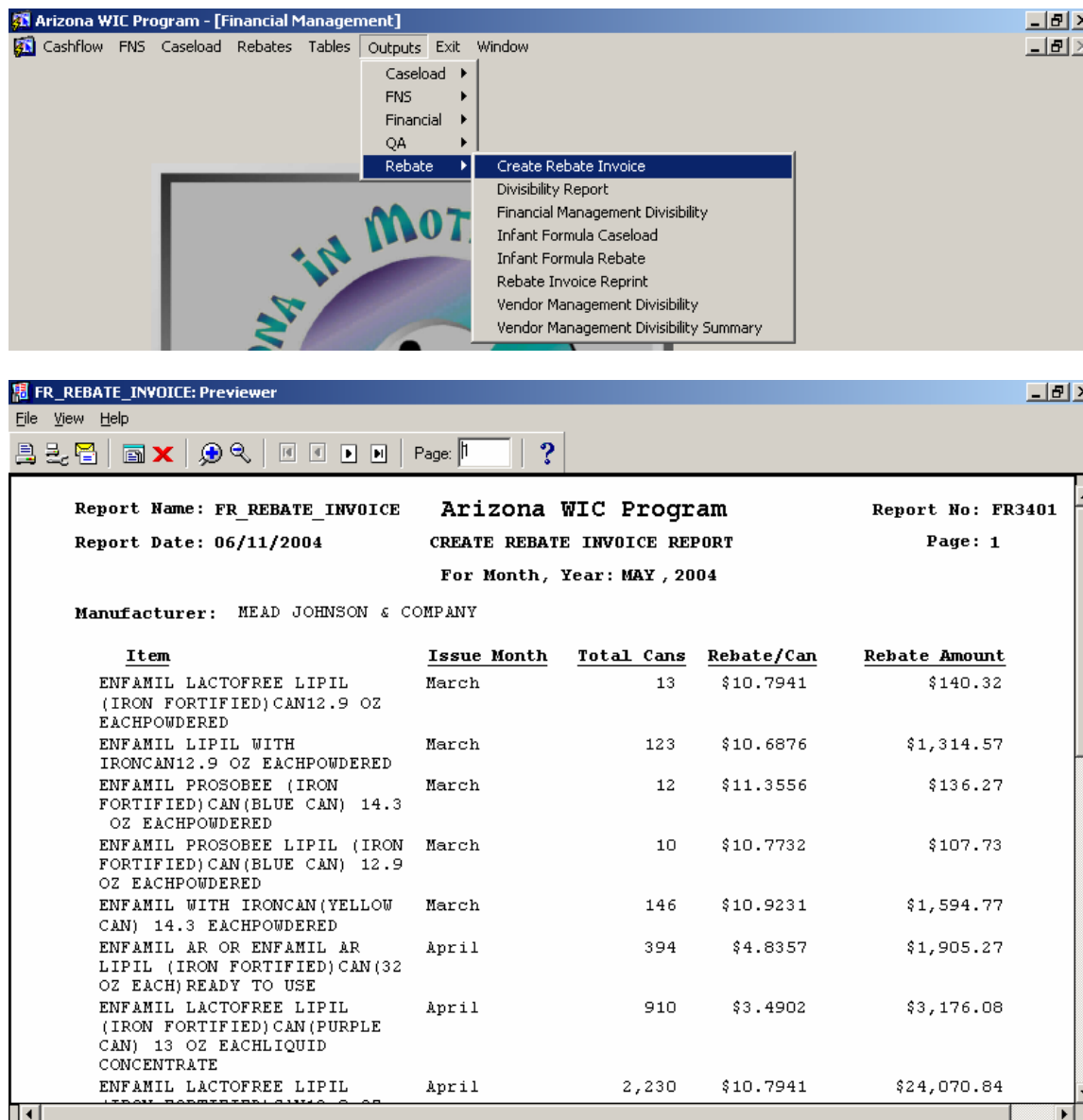
The Create Rebate Invoice window is displayed:

A screenshot of the 'FR_REBATE_INVOICE: Runtime Parameter Form' window. The window has a title bar and a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a help icon. The main area of the form is divided into three sections. The first section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: CREATE REBATE INVOICE'. The second section contains 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text input field, and 'Number of Copies:' with a text input field containing '1'. The third section contains 'For redemption in Year:' with a text input field and 'Month:' with a dropdown menu showing 'OCT'.

Figure 113 - Create Rebate Invoice

Produce a Create Rebate Invoice Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Create Rebate Invoice report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the For Redemption in Year field and enter the desired year for the report.
5. TAB to the For Redemption Month field and enter the desired year for the report.
6. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.



Sample Create Rebate Invoice Report

- Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
- Click the Print icon to print the report.
- Click the Close icon to exit the preview screen.
- Click the New icon to view a new copy of the same preview screen.

Figure 113 - Create Rebate Invoice

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

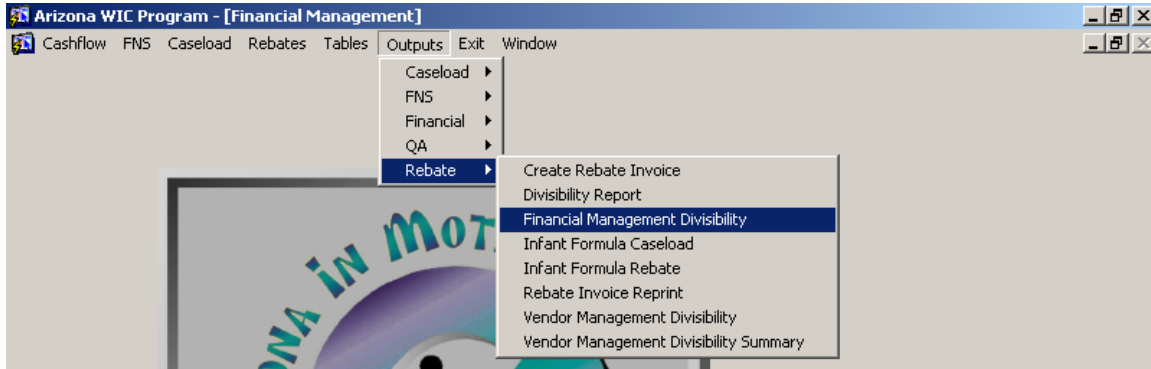
Number of Copies - If printer is selected (above), the number of copies desired is entered.

For Redemption in Year/Month - The user must select the year and month desired for the report.

Producing a Financial Management Divisibility Report

To Produce a Financial Management Divisibility Report:

1. Click Outputs on the Financial Management main menu.
2. Click Rebates. The sub-menu is displayed.
3. Click Financial Management Divisibility as shown below:



The Financial Management Divisibility window is displayed:

A screenshot of the 'FR_FINAN_MANAGE_DIV: Runtime Parameter Form' window. The window has a title bar with the text 'FR_FINAN_MANAGE_DIV: Runtime Parameter Form'. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations. The main area of the form is divided into several sections. The top section contains the text 'Arizona Department of Health' and 'WIC System'. Below this is a section labeled 'Report: Financial Management Divisibility Summary'. The next section contains 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text input field, and 'Number of Copies:' with a text input field showing '1'. The bottom section contains 'Issue Month:' with a dropdown menu showing 'OCT' and 'FFY:' with a text input field.

Figure 114 – Financial Management Divisibility

Produce a Financial Management Divisibility Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Financial Management Divisibility report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Issue Month field and enter the month for which the report is to be generated.
5. TAB to the FFY field and enter the year for which the year is to be generated.
6. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

The screenshot shows a window titled "FR_FINAN_MANAGE_DIV: Previewer" with a menu bar (File, View, Help) and a toolbar. The report content is as follows:

Report: FR_FINAN_MANAGE_DIV		Arizona WIC Program		Report No. FR3402
Report Date: 01/30/2001		FINANCIAL MANAGEMENT DIVISIBILITY		Page 1
For Issue Month: October 1 1999				
Formula Type	Total Nbr of Reduction	Value of Total	Possible Nbr. Cans Purchased	Nbr. Cans That Should Have Been Purchased
Totals	0	\$0	0	0

Sample Financial Management Divisibility Report

7. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
8. Click the Print icon to print the report.
9. Click the Close icon to exit the preview screen.
10. Click the New icon to view a new copy of the same preview screen.

Figure 114 – Financial Management Divisibility

Output Device - The user may select (from a drop down list) display (window), file, or printer. This field is required.

Filename - If file is selected (above), the directory and filename are entered. This field is optional.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

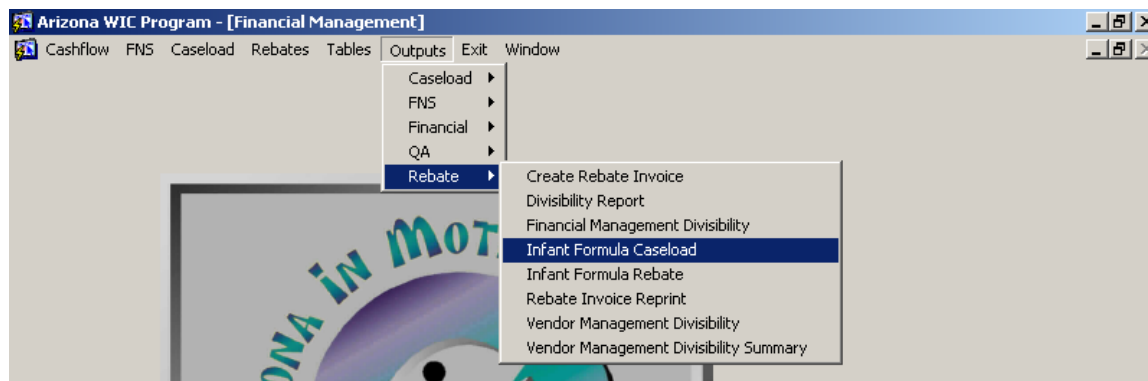
Issue Month – The month for which the report is to be generated. This field is required.

FFY – The Federal Fiscal Year for which the report is to be generated. This field is required.

Producing an Infant Formula Caseload Graph

To Produce an Infant Formula Caseload Graph:

1. Click Outputs on the Financial Management main menu.
2. Click Rebate. The sub-menu is displayed.
3. Click Infant Formula Caseload as shown below:



The System automatically produces a graph of the actual issuance caseload of formula fed infants by month.

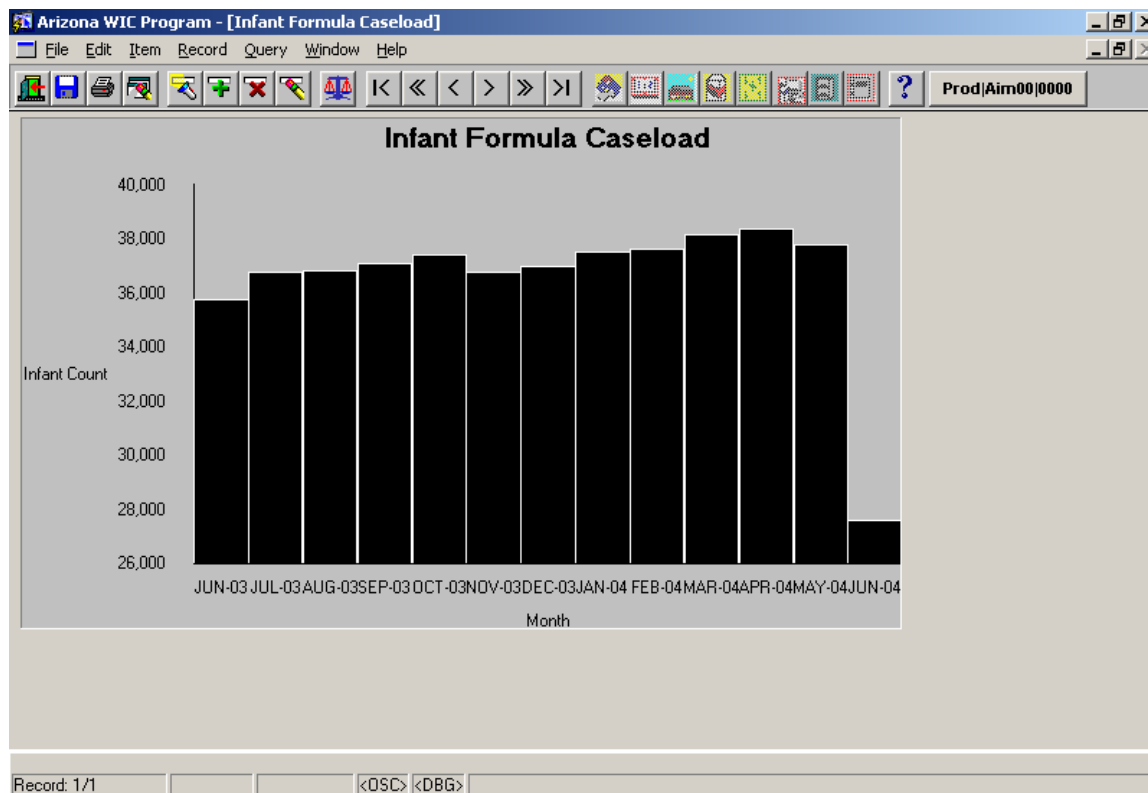
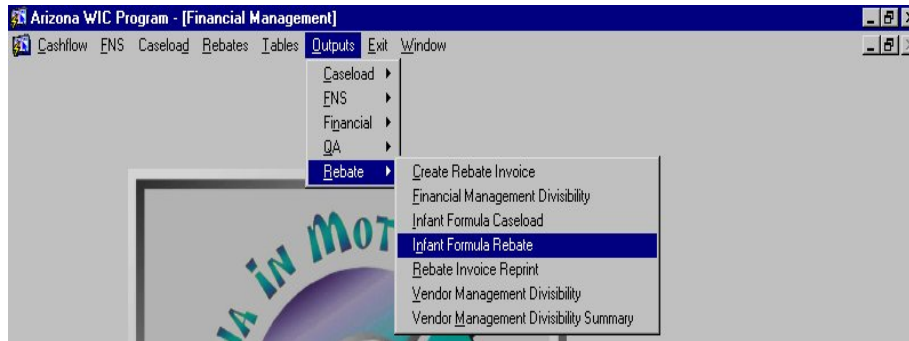


Figure 115 - Infant Formula Caseload Graph

Producing an Infant Formula Rebate Report

To Produce a Infant Formula Rebate Report:

1. Click Outputs on the Financial Management main menu.
2. Click Rebate. The sub-menu is displayed.
3. Click Infant Formula Rebate as shown below:



The Infant Formula Rebate window is displayed:

A screenshot of the 'FR_INFANT_FORM_REB: Runtime Parameter Form' window. The window has a title bar with 'File Edit View Help' and a toolbar with icons for file operations. The main content area is divided into three sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: INFANT FORMULA REBATE'. The middle section contains 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text box, and 'Number of Copies:' with a text box containing '1'. The bottom section contains 'Sort By:' with a dropdown menu showing 'VENDOR ID', 'For redemption in Year:' with a text box, and 'Month:' with a dropdown menu showing 'OCT'.

Figure 116 – Infant Formula Rebate Report

Produce a Infant Formula Rebate Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the report should be sent by clicking once on that device name.

2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Sort By field and select the sort type from the LOV.
5. TAB to the For Redemption in Year field and enter the year for which the year is to be generated.
6. TAB to the Month field and select from the LOV.
7. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report: FR_INFANT_FORM_REB Arizona WIC Program Report No. FR3404
Report Date: 01/30/2001 INFANT FORMULA REBATE Page 1
Redemption Month: OCT Year: 2000

Issue Month: October

Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH Clinic: 42 GLENDALE WIC

Vendor ID	Vendor Zip	FI Serial #	FI Type	Food Description	Payment Date	Nbr	Cans
3443	85086	0000020007	000491AA	LACTOFREE CAN (PURPLE CAN) 13 OZ EACH LIQUID CONCENTRATE ENFAMIL	10/16/2000	31	
3443	85086	0000020006	000491AA	LACTOFREE CAN (PURPLE CAN) 13 OZ EACH LIQUID CONCENTRATE ENFAMIL	10/16/2000	31	
3443	85086	0000020005	000491AA	LACTOFREE CAN (PURPLE CAN) 13 OZ EACH LIQUID CONCENTRATE ENFAMIL	10/16/2000	31	
4511	85611	0000020000	000491AA	LACTOFREE CAN (PURPLE CAN) 13 OZ EACH LIQUID CONCENTRATE ENFAMIL	10/16/2000	31	

Agency: 27 MARANA HEALTH CENTER Clinic: 01 MARANA HEALTH CENTER WIC

Vendor ID	Vendor Zip	FI Serial #	FI Type	Food Description	Payment Date	Nbr	Cans
3443	85086	0000020013	000491AA	LACTOFREE CAN (PURPLE CAN) 13 OZ EACH LIQUID CONCENTRATE	10/16/2000	31	

Sample Infant Formula Rebate Report

8. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
9. Click the Print icon to print the report.
10. Click the Close icon to exit the preview screen.
11. Click the New icon to view a new copy of the same preview screen.

Figure 116 – Infant Formula Rebate Report

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer. This field is required.

Filename - If file is selected (above), the directory and filename are entered. This field is optional.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

Sort By – How the report sorts the data. Select either zip code or vendor ID for this mandatory field.

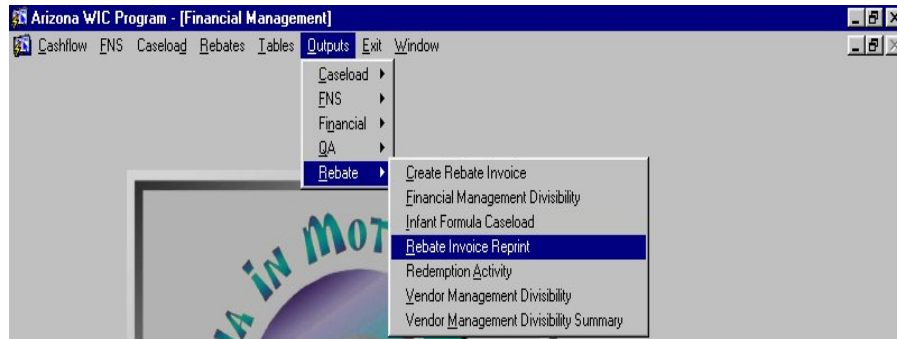
For redemption in Year – The Federal Fiscal Year for which the report is to be generated. This field is required.

Month - The month for which the report is to be generated. This field is required.

Producing a Rebate Invoice Reprint Report

To Produce a Rebate Invoice Reprint Report:

1. Click Outputs on the Financial Management main menu.
2. Click Rebate. The sub-menu is displayed.
3. Click Rebate Invoice Reprint as shown below:



The Rebate Invoice Reprint window is displayed:

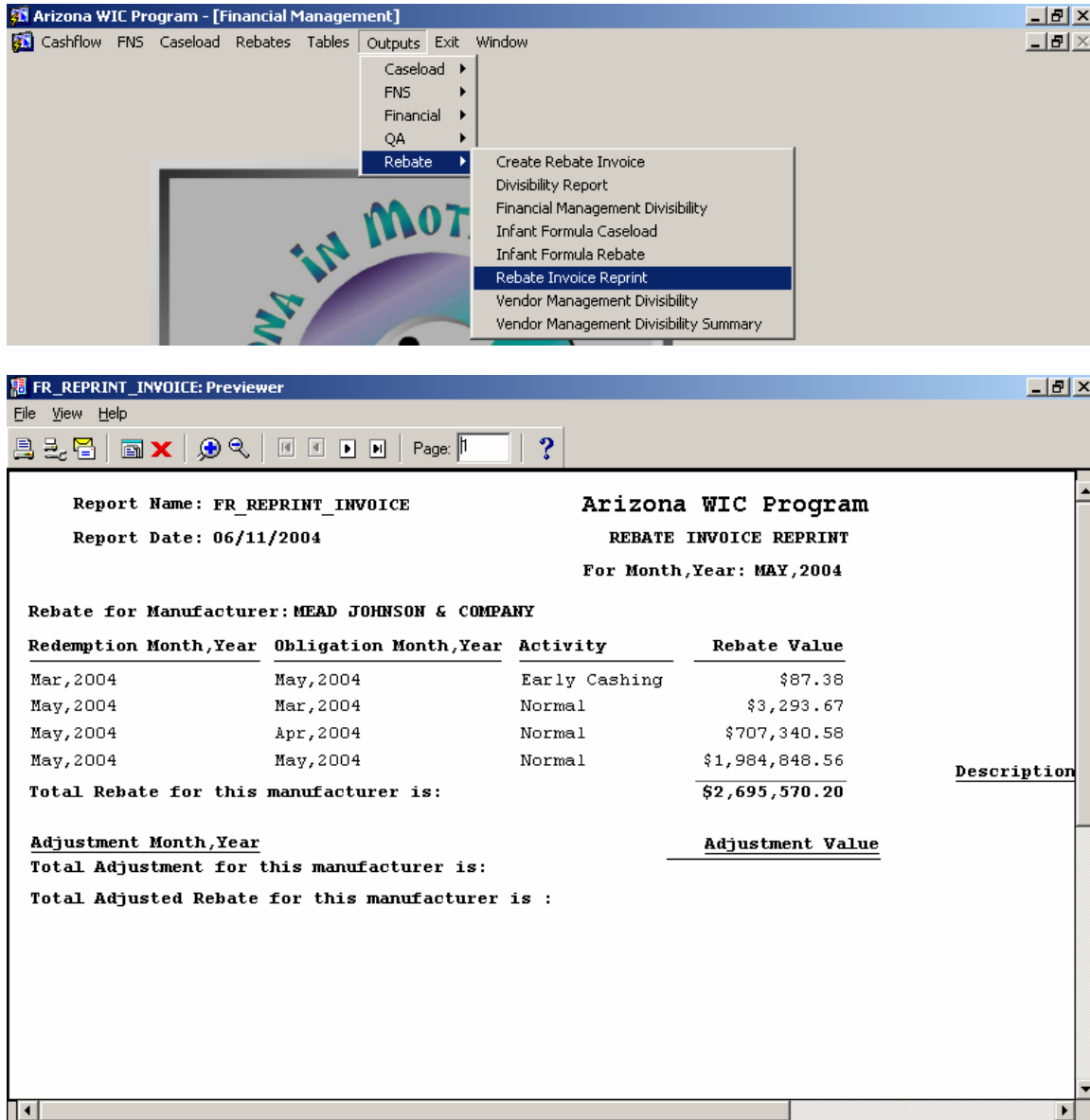
A screenshot of the 'FR_REPRINT_INVOICE: Runtime Parameter Form' window. The form contains the following fields and controls:

- Arizona Department of Health
- WIC System
- Report: REPRINT REBATE INVOICE
- Output Device: A dropdown menu with 'PREVIEW' selected.
- Filename: A text input field.
- Number of Copies: A text input field with the value '1'.
- For redemption in Year: A text input field.
- Month: A dropdown menu with 'OCT' selected.

Figure 117 - Rebate Invoice Reprint

Produce a Rebate Invoice Reprint Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Rebate Invoice Reprint report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the For Redemption in Year field and enter the desired year for the report.
5. TAB to the For Redemption in Month field and enter desired year for the report.
6. If Display is selected for Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.



Sample Rebate Invoice Reprint Report

7. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
8. Click the Print icon to print the report.
9. Click the Close icon to exit the preview screen.
10. Click the New icon to view a new copy of the same preview screen.

Figure 117 - Rebate Invoice Reprint

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

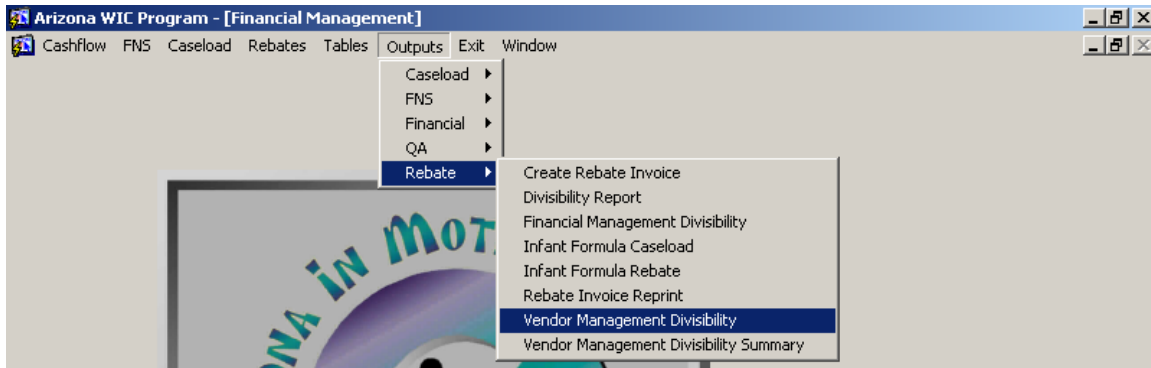
Number of Copies - If printer is selected (above) the number of copies desired is entered.

For Redemption in Year/ Month - The user must select the year and month desired for the report.

Producing a Vendor Management Divisibility Report

To Produce a Vendor Management Divisibility Report:

1. Click Outputs on the Financial Management main menu.
2. Click Rebate. The sub-menu is displayed.
3. Click Vendor Management Divisibility as shown below:



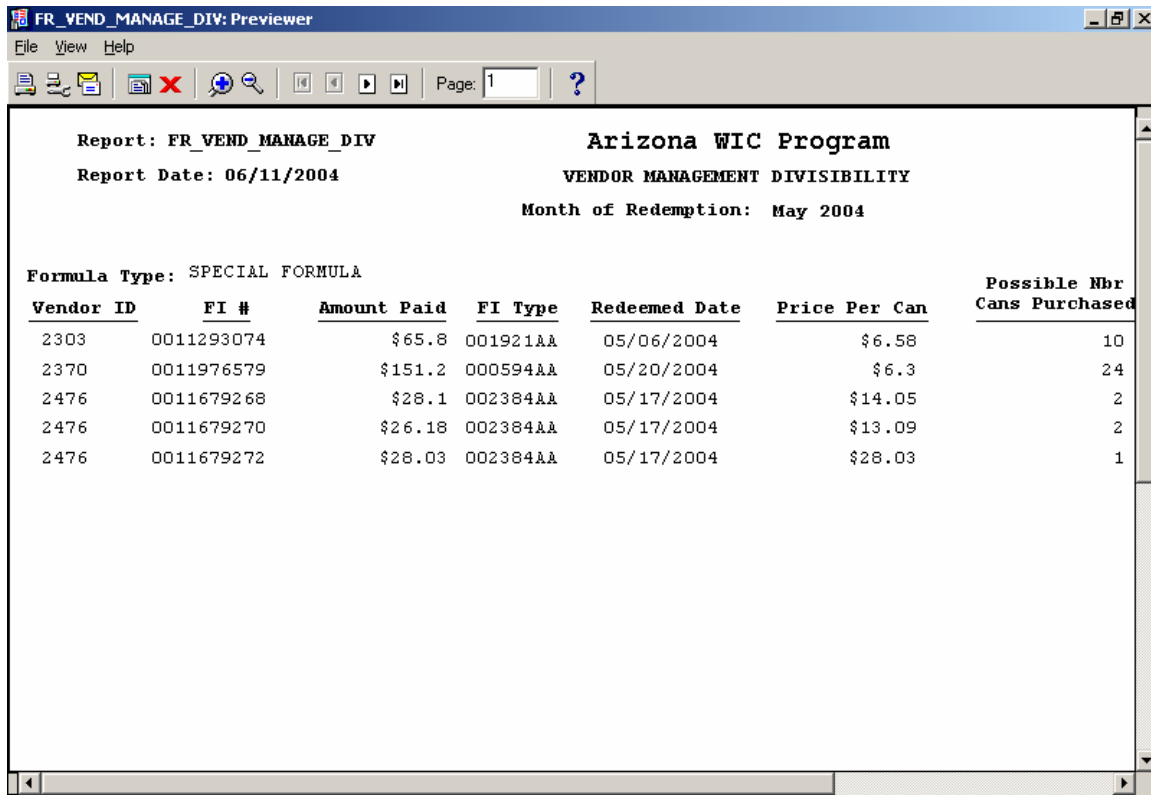
The Vendor Management Divisibility window is displayed:

A screenshot of the 'FR_VEND_MANAGE_DIV: Runtime Parameter Form' window. The window has a title bar with the text 'FR_VEND_MANAGE_DIV: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with various icons is located below the menu bar. The main area of the form is divided into several sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: VENDOR MANAGEMENT DIVISIBILITY'. Below this is a section with 'Output Device:' set to 'PREVIEW', 'Filename:' with an empty text box, and 'Number of Copies:' set to '1'. The bottom section contains 'Formula Type:' set to 'ALL', 'Manufacturer:' set to 'ALL', and 'Issue Month:' with an empty text box.

Figure 118 – Vendor Management Divisibility

Produce a Vendor Management Divisibility Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Vendor Management Divisibility report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Formula Type field and select the formula type for which the report is to be generated.
5. TAB to the Manufacturer ID field and select the manufacturer for which the report is to be generated.
6. TAB to the Redemption Month/Year and enter the dates to restrict the report to FIs that were redeemed during this month and year.
7. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.



Report: FR_VEND_MANAGE_DIV
Report Date: 06/11/2004

Arizona WIC Program
VENDOR MANAGEMENT DIVISIBILITY
Month of Redemption: May 2004

Formula Type: SPECIAL FORMULA

Vendor ID	FI #	Amount Paid	FI Type	Redeemed Date	Price Per Can	Possible Nbr Cans Purchased
2303	0011293074	\$65.8	001921AA	05/06/2004	\$6.58	10
2370	0011976579	\$151.2	000594AA	05/20/2004	\$6.3	24
2476	0011679268	\$28.1	002384AA	05/17/2004	\$14.05	2
2476	0011679270	\$26.18	002384AA	05/17/2004	\$13.09	2
2476	0011679272	\$28.03	002384AA	05/17/2004	\$28.03	1

Figure 119 - Vendor Management Divisibility Report

8. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
9. Click the Print icon to print the report.
10. Click the Close icon to exit the preview screen.
11. Click the New icon to view a new copy of the same preview screen.

Figure 118 – Vendor Management Divisibility

Output Device - The user may select (from a drop down list) display (window), file, or printer. This field is mandatory.

Filename - If file is selected (above), the directory and filename are entered. This field is optional.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

Formula Type – The formula type for which the report is to be generated. This field is required.

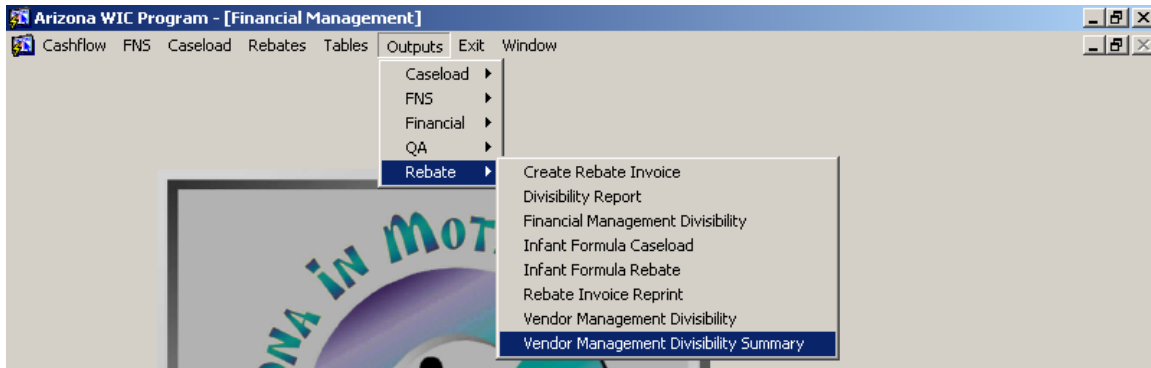
Manufacturer ID – The manufacturer for which the report is to be generated. This field is required.

Redemption Month/Year – This field restricts the report to FIs that were redeemed during this month and year. This field is required.

Producing a Vendor Management Divisibility Summary Report

To Produce a Vendor Management Divisibility Summary Report:

1. Click Outputs on the Financial Management main menu.
2. Click Rebate. The sub-menu is displayed.
3. Click Vendor Management Divisibility Summary as shown below:



The Vendor Management Divisibility Summary window is displayed:

A screenshot of the 'FR_VEND_MAN_DIV_SUM: Runtime Parameter Form' window. The window has a title bar with the text 'FR_VEND_MAN_DIV_SUM: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with various icons is located below the menu bar. The main content area is divided into several sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: VENDOR MANAGEMENT DIVISIBILITY SUMMARY'. Below this is a section for 'Output Device' with a dropdown menu set to 'PREVIEW', a 'Filename' text box, and a 'Number of Copies' text box with the value '1'. The bottom section contains 'Formula Type' and 'Manufacturer' dropdown menus, both set to 'ALL', and an 'Issue Month' text box.

Figure 120 – Vendor Management Divisibility Summary

Produce a Vendor Management Divisibility Summary Report

1. Click the down arrow in the Output Device field to activate the drop down box. Then select which output device the Financial Management Divisibility report should be sent by clicking once on that device name.
2. TAB to the Filename field. Enter the filename to be given the report being generated.
3. TAB to the Number of Copies field. Select the number of report copies desired by typing that number in this field.
4. TAB to the Issue Month and Year fields and enter the dates to restrict the report to FIs that were redeemed during this month and year.
5. If Display is selected as the Output Device, click the green light icon to bring up the preview screen shown below. Otherwise, the report is processed per the Output Device selected.

Report: FR_VEND_MAN_DIV_SUM
Report Date: 06/11/2004

Arizona WIC Program
VENDOR MANAGEMENT DIVISIBILITY SUMMARY
Month of Redemption: May 2004

Formula Type: SPECIAL FORMULA

Vendor ID	Total \$ Amt For All FI's	Total Nbr FI's Redeemed	Adjusted \$ Amount	Nbr FI's Adjusted	% \$ Amt	% #
2303	\$880.94	15	\$65.8	1	7.47%	
2370	\$6,753.8	91	\$151.2	1	2.24%	
2476	\$706.25	15	\$82.31	3	11.65%	

Sample Vendor Management Divisibility Summary Report

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Print icon to print the report.
8. Click the Close icon to exit the preview screen.
9. Click the New icon to view a new copy of the same preview screen.

Figure 120 – Vendor Management Divisibility Summary

Output Device - The user may select (from a drop down list) display (window), file, or printer.

File Name - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above) the number of copies desired is entered.

Redemption Month - This field restricts the report to FIs that were redeemed during this month. This field is required.

FFY – The federal fiscal year is entered to correspond with the month that FI's were redeemed. This field is required using a yy or a yyyy entry.

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